

RESOLUTION NO. R17-848

**A RESOLUTION TO AUTHORIZE RETENTION OF PERMITTING AND  
BUILDING INSPECTIONS SERVICES**

WHEREAS, the City of Stockbridge ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with being fiscally responsible concerning the use and expenditure of all public funds; and

WHEREAS, the City proposes to retain permitting and building inspections services pursuant to a request for proposals issued by the City (RFP # 17RFP061317-DRR Professional Permitting and Building Inspection Services);

WHEREAS, Charles Abbott Associates, Inc. is the recommended winning bidder;

THEREFORE, THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE HEREBY RESOLVES:

**SECTION 1. Approval of Bidder.** The retention of permitting and building inspections services from Charles Abbott Associates, Inc. as presented to the City Council on August 14, 2017 is hereby approved by the City Council.

**SECTION 2. Public Record.** This document shall be maintained as a public record by the City Clerk and shall be accessible to the public during all normal business hours of the City of Stockbridge.

**SECTION 3. Authorization of Execution.** The Mayor is hereby authorized to sign all documents, including the contract with such changes and modifications as recommended by the City Attorney, necessary to effectuate this Resolution.

**SECTION 4. Attestation.** The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this Resolution, subject to approval as to form by the City Attorney.

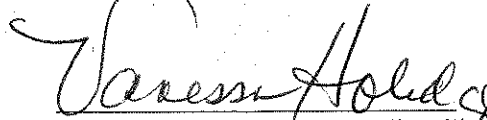
**SECTION 5. Effective Date.** This resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Stockbridge as provided in the City Charter.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

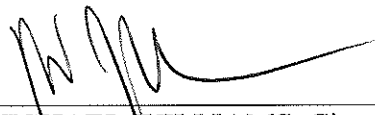
SO RESOLVED this 14<sup>th</sup> day of August 2017.

  
JUDY NEAL, Mayor

ATTEST:

  
VANESSA HOLIDAY, City Clerk (SEAL)

APPROVED AS TO FORM:

  
MICHAEL WILLIAMS, City Attorney



City of Stockbridge

**Agenda Item Summary:**

Page 1 of 1

Council Meeting Date  
08/14/2017

Requesting Agency

Community Services Department

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Request approval of recommended proposal – **Community Services Department** - RFP#17RFP061317-DRR for a revenue generating contract with Charles Abbott and Associates, Inc. (Atlanta, GA) to provide Professional Permitting and Building Inspection Services upon execution of contract through August 31, 2018 with two renewal options.

Requirement for Council Action *(Cite specific City policy, statute or code requirement)*

In accordance with City of Stockbridge Procurement code, sections 3.30.080 (C) requests for approval of competitive sealed proposal, shall be approved by the City of Stockbridge City Council.

Is this Item Goal Related? *(If yes, describe how this action meets the specific Council Focus Area or Goal)*☒ Yes ☐ No**Summary & Background***(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)*

The Community Services Department request approval of recommended proposal to Charles Abbott & Associates, Inc. to provide revenue generating services for Professional Permitting and Building Inspection services.

The City is requesting proposals for qualified consultant(s) to provide Permitting and Building Inspection Services. The City seeks a qualified consultant(s) to work with the City and its citizens to promote and maintain a safe and desirable community. The consultant(s) must demonstrate the ability to provide customized solutions that are impartial and professional while remaining in conformance with standards. The consultant(s) must provide the full scope of Building Code Administration and Services including administration, permitting, building permit inspection, code compliant inspections, and reviews of all types of construction plans. Demonstrate an understanding of the importance of coordination with city staff, city departments, governmental agencies, and exercise an appropriate level of professional judgment in resolving issues. Also, the consultant(s) must demonstrate a customer service approach that is pro-active and educational that includes a variety of means and methods that promote public outreach.

**Fiscal Impact / Funding Source***(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*

100-00000-389030: Revenue Generating Account – \$0.00

**Exhibits Attached***(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*

Exhibit 1: Tabulation Sheet

Exhibit 2: Recommendation Memo

**Source of Additional Information***(Type Name, Title, Agency and Phone)*

Camilla J. Moore, Community Services Director at (770) 389-7900 ext. 258

**Agency Director Approval**City Manager's  
Approval

Typed Name and Title

MAYOR AND INTERIM

Phone

770.389.7900

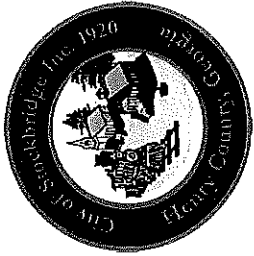
Signature

Judy Neal

Date

08.23.17

✓  
gjm



DEPARTMENT OF FINANCE, PURCHASING DIVISION

PROPOSAL TABULATION SHEET  
PROFESSIONAL PERMITTING AND BUILDING INSPECTION SERVICES

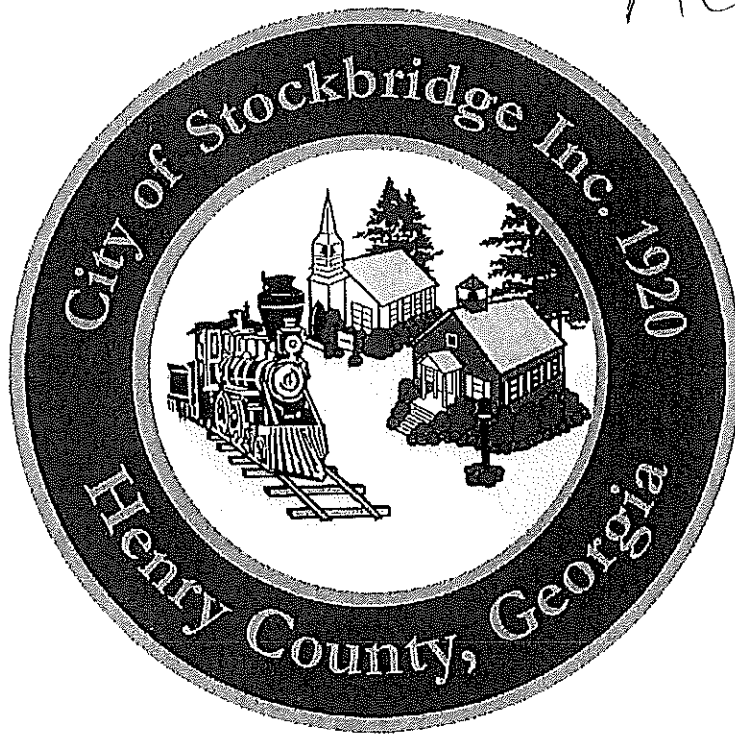
PROJECT TITLE: 17ITB061317-DRR  
DONALD R. RILEY, CPPB, Procurement Specialist

DATE: JULY 18, 2017  
TOTAL NUMBER OF BIDDERS: 4

| CONTRACTOR'S NAME                        | BID BOND<br>YES/NO | E-VERIFY NUMBER |
|--|--------------------|-----------------|
| CHARLES ABBOTT ASSOCIATES, INC.          | N/A                | 337115          |
| NOVA ENGINEERING AND ENVIRONMENTAL, LLC. | N/A                | 124398          |
| SAFEBUILT GEORGIA, LLC.                  | N/A                | 930272          |
| BUREAU VERITAS NORTH AMERICA, INC.       | N/A                | 1113851         |
|  |                    |                 |
|  |                    |                 |
|  |                    |                 |

THE RESULTS RECEIVED IN RESPONSE TO THIS SOLICITATION DOES NOT REFLECT AWARD OF THIS CONTRACT. RESPONSES WILL BE FURTHER EVALUATED BY THE CITY OF STOCKBRIDGE REPRESENTATIVES.

AG/17-431



CONTRACT DOCUMENTS FOR

**17RFP061317-DRR**

**PROFESSIONAL PERMITTING AND BUILDING  
INSPECTION SERVICES**

For

DEPARTMENT OF COMMUNITY SERVICES

# AGREEMENT

THIS AGREEMENT is made and entered into this 1<sup>st</sup> day of October, 2017 by and between THE CITY OF STOCKBRIDGE hereinafter referred to as "City", with principal offices at 4640 North Henry Boulevard Stockbridge, GA 30281, and CHARLES ABBOTT ASSOCIATES, INC., hereinafter referred to as "Consultant", with corporate offices located at 27401 Los Altos, Suite 220, Mission Viejo, CA 92691 and local offices located at One Hartsfield Center, 100 Hartsfield Centre Parkway, Suite 500, Atlanta, GA 30354.

WHEREAS, The City proposes to utilize the services of Consultant for Permitting and Inspections services.

WHEREAS, the Consultant has represented to the City that the Consultant has the requisite qualifications and experience, and has the requisite facilities to properly perform the proposed services in a thorough, competent, professional, and workmanlike manner.

Now, therefore, in consideration of the foregoing and the mutual promises and covenants herein contained, the parties hereto agree as follows:

## SCOPE OF SERVICES

- A. Consultant will perform services and the related work described above, as per the proposal (Technical Proposal for RFP #17RFP061317-DRR), attached as Exhibit A and made a part hereof by reference.
- B. Consultant will perform services based on directives issued by the City. Consultant will not undertake any work, which will result in costs, expenses, or fees without written permission from the City. Consultant will not further subcontract or assign said work to any other individual or company without consent of the City.
- C. The City may require Consultant to provide additional services beyond the items described above. For such services, the rates and quantities will be negotiated between the City and Consultant. If approved by the City, a written work order will be provided.

## COMPENSATION

- A. Consultant will provide monthly invoices, which will itemize all building permit and plan review fees taken in by the City during the period being billed. Billing will reflect the percent of fee as agreed upon per the cost proposal (Option 2 of Revised Cost Proposal for RFP #17RFP061317-DRR) attached as Exhibit B and made a part hereof by reference. Additional services requested beyond the items described above, will be itemized for work performed, and related charges for that work as negotiated and agreed upon in writing between the City and the Consultant.
- B. The City will pay each such invoice within 30 days of receipt of each invoice. Consultant will provide an unconditional release for any and all amounts due upon

receiving payment from the City. The City will contact Consultant not later than 5 days of receipt of any invoice which is in dispute.

### **TERM**

- A. This Agreement shall comply with O.C.G.A. § 36-60-13. Accordingly, the initial term of this Agreement shall commence on the date of this Agreement and shall terminate absolutely and without further obligation on the part of the City on the last calendar day in the year in which this Agreement is executed. This Agreement shall automatically renew under the same terms and conditions for up to 3 full calendar years unless (i) either party gives notice of cancellation to the other party at least sixty (60) days prior to such renewal date. The initial term and any renewal terms are referred to herein as the "Term."
- B. This Agreement may be terminated by the City without cause by giving 30 days' written notice to the Consultant. If this Agreement is terminated by the City, Consultant will be compensated for such services up to the point of termination based on the work completed to such date. Consultant may terminate this agreement by providing the City with written notice, at least 60 days in advance of such termination. If this Agreement is terminated by the Consultant, the Consultant will be compensated for services up to the point of termination, based on the work completed to such date.
- C. Consultant will perform the services under this Agreement in a skillful and competent manner and according to the standards observed by a competent practitioner of the work in which Consultant is engaged. Services provided pursuant to this Agreement will be provided in a substantial, first class, and workmanlike manner to conform to the standards of quality normally provided in the field.

### **INSURANCE**

- A. Consultant will neither work under this Agreement until it has obtained all insurance required hereunder from a company or companies rated A or better, nor will Consultant allow any additional Sub-Consultant to commence work for any part of this agreement until all insurance required of this Agreement (as outlined below) has been obtained.
- B. Throughout the term of this Agreement, at Consultant's sole cost and expense, Consultant will keep, or cause to be kept, in full force and effect, for the mutual benefit of the City and Consultant the following insurance policies:
  - General Liability Insurance – Providing protection of \$1,000,000 per occurrence / \$2,000,000 annual aggregate against claims and liabilities for personal injury, death, or property damage arising from Consultant's activities.
  - Professional Liability Insurance – Providing protection for at least \$2,000,000 per occurrence/annual aggregate against claims and liabilities of the Consultant.
  - Automobile Liability Insurance – Providing protection for at least \$1,000,000 combined single limit.

- Worker's Compensation Insurance – In accordance with the provisions of the laws of the State of Georgia.

All insurance required by this Agreement will be carried only with responsible insurance companies licensed to do business in the State of Georgia. General and Auto Liability policies will name the City, its officers, agents and employees as additional insured.

## **INDEMNIFICATION**

The Consultant shall defend, indemnify and hold harmless the City, its officers, directors, employees, and agents from and against all Claims, to the extent arising out of Consultant's negligence or willful misconduct in the performance of its obligations under this Agreement. To the extent permitted by law, the City shall defend, indemnify and hold harmless the Consultant, its officers, directors, employees and agents from and against all Claims, to the extent arising out of the City's gross negligence or willful misconduct under this agreement.

## **NONDISCRIMINATION BY CONSULTANT**

Consultant represents and agrees that Consultant does not and will not discriminate against any sub-consultant, employee, or applicant for employment because of race, religion, color, gender, handicap, or national origin. Such nondiscrimination will include, but not be limited to, the following: employment, upgrading, promotion, demotion, transfers, recruitment, recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

## **OWNERSHIP OF DOCUMENTS**

Consultant agrees that all original documents, plans, reports, data and other materials developed during the course of providing the services specified in the Agreement will be the property of the City and will be provided by the Consultant to the City upon their completion.

## **CONSULTANT'S RECORDS**

Consultant will keep records and invoices in connection with its work to be performed under this Agreement. Consultant will maintain complete and accurate records with respect to the costs incurred under this Agreement. All such records will be clearly identifiable. Consultant will allow a representative of the City during normal business hours to examine, audit, and make transcripts or copies of such records. Consultant will allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of five years from the date of final payment under this Agreement.

## **ENTIRE AGREEMENT**

This Agreement supersedes any and all agreements, either oral or written, between the parties hereto, and contains all of the covenants and agreements between the parties with respect to rendering of services described herein. Each party to this Agreement acknowledges that no



representations, inducements, promises, or agreements, orally or otherwise, have been made with regard to such services by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise regarding such services not contained in this Agreement will be valid or binding. Any modification of this Agreement will be effective only if it is in writing and signed by the party to be charged.

### **GOVERNING LAW AND VENUE**

- A. This Agreement will be governed by and construed in accordance with the laws of the State of Georgia.
- B. Henry County will be the venue for any legal proceedings, including mediation, arbitration, or court actions that are initiated regarding this Agreement.

### **BREACH OF AGREEMENT**

If the Consultant defaults in the performance of any of the terms or conditions of this Agreement, it will have ten days after receipt of written notice of such default in which to cure the default by rendering a satisfactory performance. In the event that the Consultant fails to cure its default within ten days, the City will have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity, or under this Agreement. The failure of the City to object to any default in the performance of the terms and conditions of this Agreement will not constitute a waiver of either that term or condition or any other term or condition of this Agreement.

### **ATTORNEY'S FEES**

If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Agreement, the prevailing party will be entitled to reasonable attorney's fees, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which that party may be entitled.

### **SEVERABILITY**

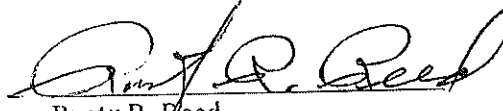
If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

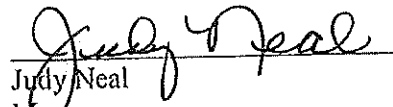
IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

IN WITNESS WHEREOF, the Parties intending to be legally bound hereby, have executed this Agreement as of the date first above written.


CHARLES ABBOTT ASSOCIATES, INC.

  
Rusty R. Reed  
CEO/President

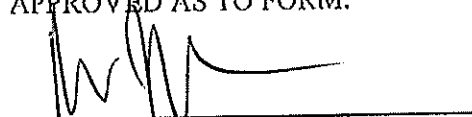
CITY OF STOCKBRIDGE, GEORGIA

  
Judy Neal  
Mayor

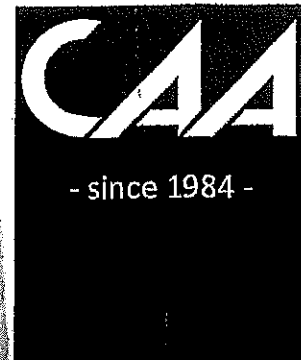
ATTEST:

  
Vanessa Holiday  
City Clerk

APPROVED AS TO FORM:

  
CITY ATTORNEY

**Charles Abbott Associates, Inc.**



**"Helping public agencies provide effective and efficient municipal services to improve communities since 1984"**

**Technical Proposal for RFP #17RFP061317-DRR**

## **Professional Permitting and Building Inspection Services**

### **City of Stockbridge**

Finance Department  
4640 North Henry Boulevard  
Stockbridge, GA 30281

By:  
Charles Abbott Associates, Inc.

One Hartsfield Centre  
100 Hartsfield Centre Parkway Suite 500  
Atlanta, Georgia 30354  
Toll Free: (866) 530-4980  
[www.caaprofessionals.com](http://www.caaprofessionals.com)

EXHIBIT A  
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## LETTER OF TRANSMITTAL

July 16, 2017

City of Stockbridge  
Finance Department  
4640 North Henry Boulevard  
Stockbridge, GA 30281

***Subject: Professional Permitting and Building Inspection Services***

In response to your request for proposal #17RFP061317-DRR for Professional Permitting and Building Inspection Services, Charles Abbott Associates, Inc. is pleased to submit the enclosed proposal.

Since 1984, CAA has been providing a growing number of cities with outstanding Building and Safety Services, including the nearby cities of South Fulton, Palmetto, Riverdale, and Forest Park. Over the years, our vast knowledge, experience, and proven ability to satisfy the needs of cities and counties of all sizes has earned us the reputation of being one of the most qualified firms in the industry. Our Project Team brings many years of related project experience together with an expertise in the development and management of similar services for cities transitioning from County services, making CAA exceptionally well qualified to provide the requested services to the City as described in our submittal. We will provide the City with a team of highly experienced, licensed, and certified individuals to support your Building Permitting and Inspection Service needs. We have staff currently operating in and providing services for 11 municipalities in Georgia, ensuring fast response times and maximum efficiency. Our staff is technically qualified, trained, properly licensed and certified to provide all anticipated services, including permitting, records management, and building inspections as well as plan review, if needed. Our business model will ensure that resources will always be available to the City, thereby ensuring staff continuity and consistency at the City. Additionally, we are able to add qualified personnel at any time should workload demands increase.

### **Main Contact**

---

Name and Title: Mr. Ron Grider, PE, CBO, Director  
Phone: (702) 340-7774  
Fax: (949) 367-2852  
Email: rongrider@caaprofessionals.com

Name and Title: Mr. Tim Inglis, CBO, Regional Director  
Phone: (470) 421-0046  
Fax: (949) 367-2852  
Email: timinglis@caaprofessionals.com

## **Proposed Team Members**

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The qualifications of the individuals named below are outlined in more detail in subsequent sections of this proposal.

- Ron Grider, Director, Project Manager for the City
- Tim Inglis, Regional Director, Operations Manager
- Thomas Marshall, CBO, MCP
- Kenny Barber, Certified Building Inspector
- Leonard Thompson, Certified Building Inspector
- Ruby Biggers, Permit Technician

## **Proposed Service Areas**

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CAA proposes to provide the full scope of professional permitting and building inspection services outlined in the City's RFP, including administration, permitting services, building inspections, enforcement, record management, and related services. CAA is also able to provide plan review, including electronic plan review, and code enforcement services, should the City have a need to add those to the scope of services at a later time.

## **Proposal Expiration**

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The enclosed proposal is valid for a minimum of 150 calendar days following proposal opening, as requested by the City.

## **Insurance Requirements**

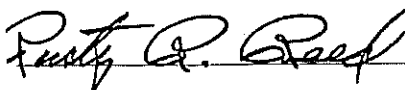
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CAA is able to comply with the City's insurance requirements and has included a copy of our liability insurance certificate in this proposal.

We hope to partner with you in delivering exceptional public service to the citizens and customers of the City. We would be happy to meet with you to discuss this proposal and your service needs. If there are any questions, or if any additional information is needed, please contact me toll free at (866) 530-4980.

Sincerely,

CHARLES ABBOTT ASSOCIATES, INC.



Rusty R. Reed, PE  
President

## EXECUTIVE SUMMARY

Charles Abbott Associates, Inc. (CAA) is pleased to submit the enclosed Proposal for Professional Permitting and Building Inspection Services to the City of Stockbridge (City).

### Submitting Organization

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Company Name: Charles Abbott Associates, Inc. (CAA)  
Main Address: 27401 Los Altos, #220  
Mission Viejo, CA 92691  
Local Address: One Hartsfield Centre  
100 Hartsfield Centre Parkway Suite 500  
Atlanta, Georgia 30354  
Other Offices: COLORADO  
390 Interlocken Crescent, 3rd Floor  
Broomfield, CO 80021  
  
NEVADA  
200 S. Virginia, 8th Floor  
Reno, NV 89501  
  
ARIZONA  
60 E Rio Salado Parkway, Suite 900  
Tempe, AZ 85281  
(866) 530-4980  
  
TEXAS  
9595 Six Pines, Bldg. 8, Level 2, Suite 8210  
The Woodlands, TX 77380  
  
SOUTH CAROLINA  
4000 S. Faber Place Drive, Suite 300  
Charleston, SC 29405  
  
FLORIDA  
3001 North Rocky Point Drive East, Suite 200  
Tampa, FL 33607

Entity type: Corporation  
Date of Incorporation: 1984  
Principal Officers: Sue Abbott, Rusty Reed  
Federal Tax ID: 33-00753899

#### Company History:

CAA has been a professional services consulting firm specializing in providing Building & Safety, Fire Prevention, Engineering and Environmental Services since 1984. Since then, CAA has been fulfilling its mission in helping municipal governments and regional government agencies deliver services more efficiently. Our aim is to excel by providing unsurpassed customer service, and our exceptional customer service has given us the

reputation of being one of the best in the industry. We are able to consistently achieve high standards of service as a direct result of the company's commitment to nurturing a team of professionals with an exceptional work attitude, mind-set, experience and skills that are unique to CAA. Each staff member is highly trained and extremely conscientious when it comes to carrying out the corporate mission of providing unsurpassed customer service. Staff members conduct themselves in a manner to always put the City in favorable public light.

CAA's concept of delivering high quality service is different than other companies who provide similar functions. CAA will provide on-site staff to bridge the disconnect that can occur between cities and contracted service providers. This method of service delivery has allowed us to retain our first client of 33 years, and we continue to be regularly commended for the staff's commitment to excellent client and customer service by other clients as well.

## **Experience of Team**

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CAA has been providing professional government services since our inception over 33 years ago. Our average length of services with our municipal clients is over 10 years. These long-standing relationships are a direct result of our attention to providing the highest quality of service for our clients, while meeting the challenge of municipal budget constraints.

CAA professionals believe that just doing a "good" job is not enough for our clients. Our aim is to excel. This means that we do not function simply by the language of our contract, but that we constantly look out for the general good of the City, local neighborhoods, and its residents. Our employees become part of your team and view themselves as an extension of your staff in carrying out the duties of the City.

## **Legal Status**

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### **Litigation**

The following is a list of cases filed and settled within the last 5 years. There are no filed, pending or threatened claims of litigations that would impede our ability to provide our services to the City.

Top Rank Builders vs. County of Nye, Pahrump, NV - ongoing litigation in the very early stages (no court dates until 2018 most likely) - received suit January 2017

Miller vs. City of Twentynine Palms, CA, just received this one this week and while they named us and other contractors in addition to the City, we didn't do any work on the crosswalk that is the basis for the lawsuit, and are most likely going to be dismissed.

Boar Inc. vs. County of Nye, et. al.  
Case Reported: 4/22/2010  
Case Dismissed: 1/16/2014

Victor Ambrosio and Linda Martinez vs. City of Hawaiian Gardens, CA, et. al.  
Case Reported: 12/2/2013  
Case Dismissed: 2/9/2016

Schlickman vs. City of Palos Verdes Estates, CA, et. al.  
No court case was filed in this matter  
Plaintiff's claim was settled on 4/22/2013



Wilson vs. City of Laguna Niguel, CA, et. al.  
Case Reported: 2/14/2015  
Case against Charles Abbott Associates was dismissed on 1/7/2016.

### **Bankruptcy**

No petition under the federal bankruptcy laws or state insolvency laws has been filed by or against CAA in the existence of the company.

### **Failure to Complete Work**

CAA has never failed to complete any work awarded, or been removed from any project due to wrongdoing or failure to provide the requested services.

### **Felony Convictions**

To the best of CAA's knowledge, none of CAA's employees have been convicted of or pled guilty to any felony charges. CAA conducts background checks on all employees prior to hire.

### **Proposal Summary**

---

Charles Abbott Associates, Inc. (CAA) was founded to meet the needs of cities just like Stockbridge. We are highly skilled and experienced at providing the right services at the right time to ensure the City's services are operating smoothly and efficiently. CAA has extensive experience in transitioning customers from County services to a public/private partnership services model, ensuring a smooth and seamless transition that will be unnoticeable to the public.

CAA realizes that no two cities are alike, and we customize our services to meet the particular needs of the constituents we serve at any one location. CAA currently provides municipal services to 46 cities in California, Nevada, Colorado, and Georgia, of which we service 11 Georgia cities with our local staff of over 30 professionals in the greater Atlanta area, including:

- City of South Fulton
- City of Cleveland
- City of Dahlonega
- City of Hogansville
- City of Tucker
- City of Brookhaven
- City of Forest Park
- City of Manchester
- City of Griffin
- City of Riverdale
- City of Palmetto

CAA's Certified Building Officials have assisted jurisdictions in achieving high Insured Services Office (ISO) ratings. The ISO assesses each community on a scale of 1 to 10 with regards to the administration and enforcement of the building codes and mitigation of losses from natural hazards. **CAA's Georgia building departments are rated in the top 1% of Georgia's ISO ratings.**

This rating illustrates CAA's commitment to mitigating losses and enforcing codes to improve safety in our communities. Additionally, the International Code Council (ICC) has recently recognized CAA as a Preferred Provider.



We have extensive systems in place to prepare detailed monthly, quarterly, and annual reports of building department activities to the City. These reports include, but are not limited to, staffing levels provided, staff hours expended, number and type of inspections performed, and other financial, operational, and statistical information pertinent to the services provided. In addition, CAA can provide an **Automated Permit Issuing System at no extra cost** for building inspections and permitting.

CAA is an industry leader in cross-training employees in order to streamline the inspection process. Each inspector is able to perform multiple discipline inspections, which is both cost effective to the City and simplifies the process for contractors, causing less wait times for inspections to be approved. We are devoted to keeping our certified and licensed staff up-to-date on the latest practice, techniques and skills in their areas of specialization. Our approach to training is ongoing and not just occasional, assuring clients of work that is in full compliance to current standards. In addition, because our people are well trained, they face no learning curve and are able to get to work immediately.

## TECHNICAL AND MANAGEMENT APPROACH

CAA understands the City is seeking to procure contract Permitting and Building Inspection Services and serve in the capacities of City Building Official, Building Inspector, and Permit Technician. CAA offers to provide the requested services to the City, including daily building inspections, staffing at the public counter during regular business hours, complex code interpretation, policy and procedure recommendations, complaint investigations, and all other related activities. Our staffing levels will remain proportionate with the City's workload and ensure that all City inspections are conducted in an efficient and courteous manner that is responsive to the needs of the City and the public.

### Management Approach

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CAA's management approach has been highly effective in maintaining strict quality and contract compliance in the performance of similar projects. Our Project Team maintains these key qualities:

- Highly qualified key personnel, with a Project Manager who has a proven track record managing similar and multi-task contracts;
- Strict cost and schedule control procedures that address planning, scheduling, budgeting, performance evaluation, and quality control;
- Proven success with project tracking and documentation procedures and systems to facilitate the early identification of performance issues;
- Technical knowledge to perform the service(s);
- Certification/Registration in the necessary disciplines to demonstrate their technical knowledge;
- Ability to stay current with technology through ongoing training; and
- Ability to communicate effectively with the City and public.

The success of a project is often directly related to the Project Team. All work will be performed under the direction of a licensed engineer registered with the State of Georgia.

### Quality Control

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By providing a cooperative work environment with all of the entities responsible for project approval, we form a collaborative working relationship that centers on successful project processing. We have the know-how to work closely with other City departments and outside agencies, resulting in timely, seamless and efficient processes.

In an effort to provide quality assurance, CAA proposes to use our "best service guarantee" program. This program assures the City that all turn around times are met or improved, all inspections are conducted when requested, and emergency response is timely and effective.

- CAA will provide detailed weekly, monthly, quarterly, and annual reports of our activities to the City on accountability report forms approved by the City. The reports will include, but are not limited to, fees collected, staffing levels provided, staff hours expended, the number of permits issued, number of inspections, by type, made, and other financial, operational, and statistical information pertinent to the services provided.

- CAA will conduct any necessary or required investigations as directed by the City. Investigations will include field and office research, investigation follow-ups and preparation of notices, letters, or documents.
- CAA will provide and maintain all vehicles and equipment required or necessary to carry out inspections and duties outlined in the City's RFP.

## **Structure and Capabilities**

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Since our incorporation in 1984, CAA has grown to a full-time staff of over 190 employees. CAA hires and maintains a fully credentialed and cross-trained staff that effectively meets our clients' needs. Many members of CAA staff have years of prior public and private sector experience that adds value to our municipal client's service endeavors. In addition, CAA has a record of very low staff turnover, which has proven highly beneficial to our clients.

We have assembled a project team with the skills and qualifications necessary to serve the City successfully. This team of highly qualified and experienced staff has provided similar services to many cities and counties, and brings numerous combined years of related experience to the table. Registered civil engineers, and building inspectors are available to provide back-up to the project and to meet the varying workload demands of the City. CAA assures that a core back-up staff is established to ensure the City is not "short-staffed" at any time due to vacations, sick leave, etc.

## **Project Approach**

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CAA will provide a full-time professional permit technician as well as ICC Certified Building Official and Inspector(s) as dictated by workload. CAA's staff will be available to conduct all inspection requests, process and route construction drawings for plan check, calculate permit fees, issue and close out permits, conduct minor plan checks over the counter, and perform related tasks as needed.

CAA will also provide additional personnel on an as-needed basis, and is able to add supplemental services to the scope of services, if desired.

## **Administration**

CAA will serve as the City's Building Official and be responsible for the administration and enforcement of the City's various codes and ordinances related to building safety while ensuring that the health and safety of the public are maintained through adherence to the requirements established by law for the construction, alteration or use of new and existing buildings. Through cooperation with other City departments, CAA is able to assist in protecting the economic interests of the community with the ultimate goal of ensuring the development of safe and sustainable buildings for subsequent generations. Complete Administration of the Building Safety Department includes the following Certified Building Official Responsibilities:

- Quality control review of plan checks and inspections
- Building codes updates and adoption
- Enforce building codes and ADA Standards for Accessible Design and the Georgia Accessibility Code
- Enforce adopted codes with regard to unsafe structures, existing building, rental property maintenance and energy code compliance

- Lend expertise in the plan review and inspection of historic structures
- Ensure compliance with zoning conditions, certificate of appropriateness, and conditions of approval
- Resolution of residents inquiries and complaints
- Building Official Administration, processing of complex Building Code Issues and dispute resolution
- Building and Safety Procedures Manual development and maintenance
- Ensure preparation of detailed monthly, quarterly, and annual reports of their activities to the City on accountability report forms approved by the City. The reports will include, but are not limited to, staffing levels provided, staff hours expended, the number of plans reviewed, number of inspections performed, and other statistical information pertinent to the services provided
- Participate in pre-development review and provide comments
- Attendance of Planning Commission and City Council meetings (as-needed)
- Ensure the maintenance of all necessary equipment to perform the contracted services
- Ensure proper staffing levels, supervision and training of all subordinate team members in order to maintain the minimum production standards
- Ensure records maintenance of approved plans and permits as required by law
- Develop training and educational materials relevant to building safety for dissemination to the elected and appointed City officials, contractors and general public
- Attend court hearings regarding building code violations when requested
- Attend meetings of other local building officials to discuss proposed code changes, enforcement issues, new code compliant technology and alternatives
- Review for approval all alternative materials, designs or methods of construction for compliance with the intent and provisions of the code
- Additional services as needed and as requested by the City

## **Permit Issuance**

CAA will receive and review applications, issue permits, and respond to in-person queries, be available for scheduled meetings, and provide assistance over the phone and via email to both City staff and the public as required.

CAA will provide the processing and issuance of permits including building, plumbing, electrical and mechanical permits during established office hours. CAA will also issue construction-related permits in the City's public rights-of-way, when directed by the City. These types of permits include, but are not limited to, building permits, curb cut permits for new or relocated driveway aprons, and temporary dumpster permits in the street. CAA personnel will monitor and track the status of building permit applications and develop a process to notify applicants prior to the expiration of their building permits.

The permit technician assigned to the City will:

- Coordinate all inspection requests for processing by the inspector
- Conduct over the counter review of plans, engineering and permit documents to ensure completeness and accuracy
- Review plans and permit applications for completeness and compliance with adopted codes, ordinances, and policies
- Determine permit, plan, and process requirements for applicants

- Process permit applications
- Perform and compile code and record research to support building inspectors
- Be available to provide information to permit applicants and the general public at the public counter and over the phone
- Process, calculate fees, and issue building, electrical plumbing, mechanical, grading and related permits
- Coordinate with other City departments as required to track and monitor plan approval
- Maintain appropriate records and logs on all building permits and related documents
- Prepare detailed reports as needed

## Inspection

CAA assigned staff will perform inspection services as required by the City within 24 hours after receipt of the request. We will meet or exceed the State of Georgia's minimum qualifications for all position(s) in accordance with O.C.G.A. § 8-2-26.1, and assure the highest degree of compliance with safety and zoning codes. Our highly qualified and certified inspectors are thoroughly trained on the codes in use, and master the local amendments of each code. They maintain a close working relationship with planning, code enforcement and public works personnel. A CAA Building Inspector will be available at all times to conduct urgent building inspections, should they arise. A qualified Building Inspector will be provided whose background, experience, applicable certifications and demeanor demonstrates the ability to conduct inspections in accordance with jurisdictional standards.

Inspectors assigned to the City will:

- Coordinate all building inspection requests
- Perform periodic construction inspections for compliance on projects under construction as issued by permit from the City. Each structure will be inspected for compliance with the reviewed plans, and Minimum Standards and Code adopted by the City
- Perform all inspections according to the adopted building codes and local amendments
- Provide inspection consultations to citizens, applicants, and contractors
- Perform code clearance inspections related to business licenses, as necessary
- Inspect for code compliance for accessibility, grading, building, electrical, mechanical, and plumbing work, etc.
- CAA staff is trained to quickly identify and document any areas of non-compliance, and is able to suggest corrective actions or alternate means where applicable
- Code enforcement violations will be reported to the City immediately. CAA will submit a written record to the City as a result of any inspection within 24 hours after inspection period
- Construction and demolition permitting process
- Observe all safety and security procedures, and will report potentially unsafe conditions immediately
- We assure the City that all inspection turn-around times are met or improved, all inspections are conducted when requested, and emergency response is timely and effective. CAA will perform all inspections called in before 4pm no later than the end of the following business day
- CAA will issue stop-work notices for non-conforming building activities as required
- Provide code administration, inspection and enforcement

- Provide complete, clear, concise corrections for the permit holder; corrections will be provided in a legible list and presented in a professional manner. Inspection reports will include at minimum: (a) the date and time of inspection, type of inspection, name of inspector, list of violations, corrective actions; and (b) authorization to proceed or notice of failure (whichever is applicable)
- Be available with advance notice to attend meetings with staff, public officials, developers, contractors, and the general public as needed or directed in order to resolve problems and issues quickly and efficiently
- Inspectors will conduct any necessary or required emergency inspections as directed by the City. Investigations will include field and office research, follow-ups and preparation of documentation
- Maintain certification/registration through ongoing training when necessary
- Communicate technical knowledge in simplified terms to help clients/customers comply with regulations
- Inspection reports will include at minimum: (a) the date and time of inspection, type of inspection, name of inspector, list of violations, corrective actions; and (b) authorization to proceed or notice of failure (whichever is applicable). CAA personnel will be available to discuss inspection results with appropriate site personnel, resident and/or owner, as needed
- CAA will provide detailed weekly, monthly, quarterly, and annual reports of our activities to the City on accountability report forms approved by the City. The reports will include, but are not limited to, fees collected, staffing levels provided, staff hours expended, the number of inspections made, and other financial, operational, and statistical information pertinent to the services provided
- Provide additional services as needed and as requested by the City

## Schedule

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CAA is highly experienced in designing and executing seamless transition plans for our customers, identifying tasks to be accomplished, defining resources required, and establishing timeframes for execution. Our role is to effectively work with City staff, provide optimum services to the public, and to generate a cost benefit to the City. CAA has a proven track record of successfully transitioning other clients from County services.

The CAA team will work with the City's Community Development Director or City Manager to develop a transition plan based on the City's specific requirements and determine a reasonable schedule for all transitional components. We will develop a plan that will be used to communicate and provide transparency into the start up process and work with all stakeholders to establish specific milestones and deadlines to keep the transition and integration on schedule. This is a critical step in building our partnership and establishing credibility with the City of Stockbridge and its citizens.

The transition from the County to the CAA team will be smooth, timely, and unnoticed by the public. We will review City forms, procedures, and policies immediately and will recommend any efficiency to the City. Any action will be closely coordinated with City Management.

The following is an outline of the key tasks that generally need to be completed as part of transitioning to CAA staff. If selected, CAA will prepare a detailed list of tasks, along with a timetable for completion and tracking of progress.

- Document services and tasks to be transitioned along with responsibilities for the parties involved.

- Ensure a complete understanding of each item to be transitioned along with current status and anticipated workload.
- Identify how past and existing permits and plan checks will be handled along with related responsibilities for issuance and/or inspection.
- Develop review and control procedures.
- Ensure proper records transfer.
- Discuss fee collection and retention of fees already collected for plans, permits and inspections.
- Develop timing and a schedule for transition.
- Analyze space and other operational requirements.
- Implement progress and monitoring reports.
- Establish meeting schedules to assess transition.

CAA will provide a detailed transition plan upon contract award.



## EXPERIENCE AND QUALIFICATIONS OF FIRM AND TEAM

### Team Experience

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Since our incorporation in 1984, CAA has grown to a full-time staff of over 190 employees. We employ a fully credentialed, cross-trained staff that effectively meets our building and safety commitments to our clients. Each one of our team members has worked on similar projects and served the public sector for many years. CAA's proposed staff of highly qualified inspectors is well trained, experienced and familiar with the adopted codes.

CAA prides itself on being a "team player" in each municipal service engagement. We train our staff to recognize that citizens of the community, City staff and other consultants are our customers and, as such, deserve our best efforts to respond, assist, support, and work hand-in-hand. Our team members will also learn and keep up to date on City policies and procedures as we commence our engagement. Our staff will participate, as requested, in staff meetings and meetings with individuals and companies who are coming to the City to procure services. CAA staff will adhere to all City personnel policies and directives including hours of operation, dress code, and other team building efforts.

CAA expects and demands that the staff we assign to the City quickly becomes a productive part of the City's team. We assure you that if we make an assignment and our staff member is not compatible (personality, personal behavior, etc.) with City staff we will, with your knowledge and approval, substitute another CAA staff member who can integrate seamlessly into your team.

### Assigned Roles

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The following roles will be assigned to the personnel provided to the City:

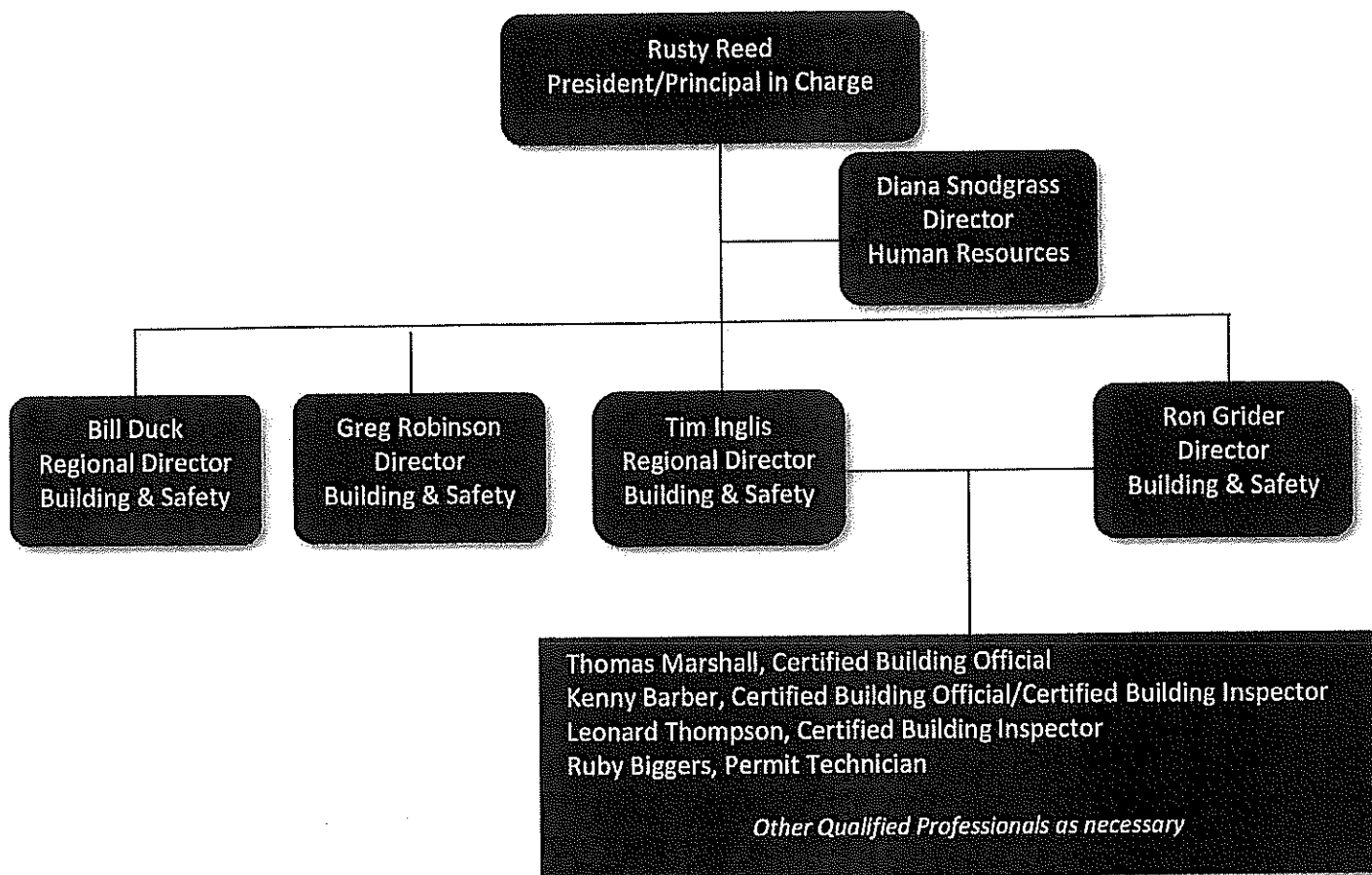
- |                              |                              |
|------------------------------|------------------------------|
| • Ron Grider, PE, CBO:       | Project Manager              |
| • Tim Inglis, CBO:           | Operations Manager           |
| • Thomas Marshall, CBO, MCP: | Assigned Building Official   |
| • Kenny Barber:              | Assigned Building Inspector* |
| • Leonard Thompson:          | Assigned Building Inspector* |
| • Ruby Biggers:              | Permit Technician            |

*\* assigned inspectors will report to City based on workload*

### Organizational Chart

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CAA employs full time personnel to staff municipal work engagements. The firm recruits individuals who are looking for long-term employment with a stable firm and a rewarding career. We are proposing experienced staff that can work as team members with City staff, augmenting their efforts and reach. With those principles in mind, the proposed key professionals are as follows:



### **Sub-Consultants**

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CAA will not utilize any sub-consultants to provide the services described in this proposal.

### **Coordination**

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We pride ourselves in building and maintaining excellent working relationships with City staff and work diligently to establish effective communication and coordination with other agencies. CAA will attend relevant meetings and coordinate activities with other departments such as Fire, Utilities, Planning and Engineering as needed in the performance of our duties.

### **Project Management**

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A client's direct communication with corporate and division managers is recommended and encouraged. Through open dialogue and communication, CAA seeks to always improve on its already outstanding services. CAA's Project Manager for this project, Ron Grider, PE, CBO, Director, meets all the City's requirements and will maintain continuous communication with City Administration and Community Development Director. He possesses a Bachelor of Science degree in Civil Engineering, is a registered Professional Engineer, an ICC Certified Building Official, and brings over 35 years of experience to this project. Ron will ensure that the City is 100% satisfied with our staff, our turnaround times, the quality of our work, and the

overall teamwork between our staff and yours. Any shortcomings of our staff from the City's perspective will be dealt with promptly.

As part of our services, we assure the following to the City:

- Key personnel will be available to the extent proposed for the duration of the project, and no person designated "key" to the project will be removed or replaced without the prior written consent of the City.
- Should we wish to make any permanent staffing changes, we will discuss these changes with the City at least 30 days in advance; and
- If the City requests staffing changes, we will make them in a timely manner.

We believe it is important that the Project Manager and all individuals assigned to the City possess the following key skills:

- *Exceptional customer service skills;*
- *Technical knowledge to perform the duties;*
- *Certification/registration in the necessary disciplines to demonstrate their technical knowledge;*
- *Ability to stay current with technology through ongoing training;*
- *Ability to communicate effectively with the public;*
- *Ability to transmit the technical knowledge to help individuals and businesses to comply with related regulations; and*
- *Desire to work cooperatively with other staff members.*

## EXPERIENCE AND QUALIFICATIONS OF KEY STAFF

### Experience Matrix

The key personnel proposed to the City of Stockbridge has been involved in the following Georgia projects:

|              | Ron Grider | Bill Duck | Tim Inglis | Thomas Marshall |
|--------------|------------|-----------|------------|-----------------|
| South Fulton | X          |           | X          |                 |
| Cleveland    | X          | X         |            |                 |
| Dahlonega    |            | X         |            |                 |
| Hogansville  |            | X         |            |                 |
| Tucker       | X          | X         | X          |                 |
| Brookhaven   | X          | X         | X          |                 |
| Forest Park  | X          | X         | X          | X               |
| Manchester   |            | X         |            |                 |
| Griffin      | X          | X         | X          | X               |
| Riverdale    | X          | X         | X          | X               |
| Palmetto     | X          | X         | X          | X               |

### Resumes

CAA employs full time personnel to staff municipal work engagements. The firm recruits individuals who are looking for long-term employment with a stable firm and a rewarding career. We are proposing experienced staff that meets the City's required qualifications and possess all certifications and registrations as required by state agencies. Our team will work seamlessly as team members of your City staff, thus effectively augmenting their efforts and reach. The proposed inspection and permitting staff will be able to report to City Hall during normal work hours (8am to 5pm), and will be available to meet with customers as necessary.

CAA will ensure that personnel will be available to the extend proposed for the duration of the project, and no person designated "key" to the project will be removed or replaced without the prior written consent of the City.

## **Rusty R. Reed, P.E**

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**Principal-in-charge/ Chief Executive Officer/President**

**Years of Experience**

42+

**Education**

B.S., Civil Engineering, University of Illinois

**Registration**

Civil Engineer in California, Arizona, Florida, Georgia, Texas, and South Carolina

**License**

General Contractor "A" – California

### **KEY QUALIFICATIONS**

- Registered Civil Engineer
- Municipal Background
- Hands-on Engineering Experience
- Project Oversight
- Project Commitment

Mr Reed is the President of Charles Abbott Associates, Inc. He directs the firm's business affairs and oversees all client services. Mr Reed is involved in all aspects of Environmental Services, Building and Safety, City Engineering, Planning, Public Works, Capital Improvement Programs and Redevelopment for CAA's municipal clients. He is directly accessible to all our clients to ensure that performance standards, schedule and budget targets are met.

### **Previous Project Experience**

- Wrote and identified codes, ordinances, and resolutions for implementation.
- Administered city design services for preparation of plans, specifications, and construction; managed and administered engineering and public works permit procedures, inspection services and records.
- Administered the implementation of Public Works Maintenance Contracts.
- Developed short and long-range capital improvement programs, and coordinated and identified methods of funding.
- Served as Town Engineer for the Town of Apple Valley for over 15 years.

## Ron Grider, PE, CBO, OSD

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### Regional Director

**Certified Building Official/Plans Examiner/Inspector**

### Years of Experience

35+

### Education

B.S., Civil Engineering, California State University, Los Angeles

### Professional Licenses

Professional Engineer GA, CA, CO, FL, NV

### Certifications

CALBO Certified Building Official  
ICC Certified Building Official (0878901-CB)  
IAEI Certified Electrical Inspector  
ICC Certified Building Inspector (0878901-B5,K1,10)  
ICC Certified Electrical Inspector (0878901-K2,E5)  
ICC Certified Mechanical Inspector (0878901-M5,K4,44)  
ICC Certified Plumbing Inspector (0878901-P5,K3,34)  
ICC Certified Plans Examiner (878901-K6)  
ICC Certified Combination Inspector (0878901-K8,K4,C8,50)  
ICC Certified Combination Dwelling Inspector (0878901-R5,56)  
OES/CALEMA DISASTER SERVICE WORKER (61525)  
Level II Certified Design Professional

### KEY QUALIFICATIONS

- Extensive Project Management Experience
- Registered Civil Engineer in NV, CA, FL, and TX
- Municipal Experience
- Hands-on Public Works Experience
- Extensive Plans Review Experience
- Multiple Certifications

Mr Grider has over 35 years of construction, public works, and building & safety experience. He has held the position of Building Official, County Engineer, Sr. Engineering Manager as well as numerous other key positions in the field. Well known in the public sector as a compassionate leader focused on customer service, he is routinely involved in the presentation of building code, engineering principles and advancing the cause of preventing life loss and protecting property in Georgia, Nevada and California. As Director for CAA, he directs the services CAA provides in building and safety, engineering, and fire prevention. He is also responsible for quality control and evaluation.

### Professional Memberships & Affiliations

Services Office (ISO) Compliance Member American Society of Civil Engineer  
Member Structural Engineers Association of Southern California (SEAOSC)  
Member Structural Engineers Institute (SEI)  
Member California Building Officials (CALBO)  
Member International Code Council (ICC)  
Safety Assessment Emergency Services – State of California SAPC61525

## **William (Bill) Duck, CBO**

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### **Regional Director**

### **Certified Building Official/Plans Examiner/Inspector**

### **Years of Experience**

35+

### **Certifications**

ICC Certified Building Official

ICC Certified Building Code Official

ICC Certified Plans Examiner

ICC Building Inspector

BOAG Certified Level 5 – Professional Building Official

OES/CALEMA Disaster Service Worker

GSWCC Level1B Certified Inspector

### **Professional Affiliations**

► International Association of Building Officials (IABO) (Board)

► Building Officials Association of Georgia (BOAG) (Board)

► Georgia Department of Community Affairs (State Codes Advisory Committee)

► Georgia State Residential Contractor Licensing Board (Chair)

► NIBS National Council Government Building Codes and Standards (Member)

Mr. Duck brings to the table over 35 years experience in the building & safety/ construction industry. Prior to coming to work for CAA, he served as the Department Director of Inspections and Code Enforcement for the Consolidated Government of Columbus, GA for more than 28 years, where he directed Building and Fire Safety related to Residential, Commercial, and Industrial construction of buildings and structures. In addition, he was responsible for the Property Maintenance and Demolition program for compliance with all local, state, and federal codes and ordinances. He also served as the designated State Fire Marshall representative for the state, supervising the enforcement of the state fire codes in Columbus/Muscogee County, GA.

Mr. Duck has been very involved with the development of codes and codes programs at both the national and state level, through his work with the International Code Council and the Georgia Department of Community Affairs State Codes Advisory Committee, serving on numerous committees for the review and development of the Georgia Codes.

As Regional Director of CAA, he directs the services CAA provides throughout the State of Georgia with a strong focus on customer service and is deeply concerned with safety code compliance while providing continued satisfaction to our Georgia clients.

### **KEY QUALIFICATIONS**

► Extensive management experience with a strong visual sense, excellent problem solving skills, and the ability to translate and interpret codes, regulations and ordinances

► A reputation in the state for seasoned, quality leadership while building a team approach and mentoring staff

► Multiple Certifications

► Hands-on Construction Experience

► Experienced in dealing with complex issues in all areas of development and construction

## Tim Inglis, CBO

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### Regional Director

#### Years of Experience

20+

#### Education

M.P.A. in Public Administration, Georgia Southern University

B.S. in Construction Management, Georgia Southern University

#### Certifications

Certified Building Official

Certified Housing Code Official

Certified Building Code Official

Certified Green Professional

Building Analyst Professional

Certified Combination One and Two Family Dwelling Inspector

### KEY QUALIFICATIONS

➤ Extensive Building & Community Development Experience

➤ Public Works Management Experience

➤ Very Strong Project and Program Management Capabilities

➤ Planning/Organizational Development

#### Professional Memberships

National Contract Management Association

International Code Council (ICC)

Association of Energy Engineers

Jackson County Builder's Association

Mr. Inglis has worked in the building and community development profession for over 20 years. He has been employed in the private sector since 2006, successfully bringing a modern approach to building inspection programs to cities and counties across the State of Georgia. Specifically, he worked to successfully lead the transition of the newly incorporated cities in North Fulton as well as the City of South Fulton from the traditional county model to a more efficient and effective privatized model. During his career, he has been involved with several large projects such as the KIA Manufacturing Plant in WestPoint, the Performing Arts Center in Newnan, the JCB Manufacturing Plant in Pooler, and the Recreation and Athletic Complex in Young Harris.

#### Recent Project Experience

- KIA Manufacturing Plant in WestPoint
- Performing Arts Center in Newnan
- JCB Manufacturing Plant in Pooler
- Recreation and Athletic Complex in Young Harris



## Thomas Marshall, CBO, MCP

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**Certified Plans Examiner/Master Code Professional**

**Years of Experience**

11+

**Education**

Clayton State University, Art Institute Atlanta

**Professional Memberships**

ICC, IAPMO

**Certifications**

ICC Certified Building Official (#5294765)  
ICC Certified Residential Plumbing Inspector (#375320)  
ICC Certified Accessibility Inspector/Plans Examiner (#5294765)  
ICC Certified commercial Mechanical Inspector (#375320)  
ICC Certified Commercial Building Inspector (#5294765)  
ICC Certified Commercial Electrical Inspector (#5294765)  
ICC Certified Commercial Plumbing Inspector (#5294765)  
ICC Certified Plumbing Plans Examiner (#5294765)  
ICC Certified Residential Building Inspector (#5294765)  
ICC Certified Residential Electrical Inspector (#5294765)  
ICC Certified Residential Mechanical Inspector (#5294765)  
ICC Certified Residential Plumbing Inspector (#5294765)  
ICC Certified Build Inspector UBC (#375320)  
ICC Certified Elec Plans Examiner (#5294765)  
ICC Certified Residential Energy Inspector CBC (#5294765)  
ICC Certified Mech Plans Examiner #5294765)  
ICC Certified Property Maintenance & Housing Inspector (#5294765)  
ICC Certified Zoning Inspector (#5294765)  
ICC Certified Building Plans Examiner (#5294765)  
Certified Inspector for the Georgia Soil and Water Conservation Commission Level 1B & Level II

### KEY QUALIFICATIONS

- Certified Building Official
- Certified Access Specialist
- Municipal Background
- Multiple Certifications
- Hands-on Construction and Building & Safety Experience

Mr. Thomas brings over 7 years of Municipal experience to this project. He is an experienced Code Official/Building Inspector/Plans Examiner and he is a certified Building Official/Master Code Professional capable of providing all the necessary administrative and technical support. He is active with ICC and is committed to the safeguard of the public and preserving quality of life for communities.

## Leonard Thompson

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### Residential Combination Inspector

#### Years of Experience

23+

#### Professional Memberships

ICC, NWGIA

#### Certifications

ICC Residential Combination Inspector  
Certified Inspector for the Georgia Soil and Water Conservation Commission Level 1B  
OES/CALEMA Disaster Service Worker

### KEY QUALIFICATIONS

- Multiple Certifications
- Hands-On Building Experience
- Extensive Knowledge of Codes & Regulations

Mr. Thompson has over 23 years of building inspection, city administration and public works experience. He has a vast knowledge of codes and regulations of multiple governing municipalities and the building industry. He also has 15 years of supervisory experience in the Building industry. In the past, he has held the position of building inspector for numerous cities in Georgia and has served as a City Administrator and Public Works Director in the City of Senoia, Georgia.

#### Recent Project Experience

- Residential Combination Inspector for the City of Forest Park
- Residential Combination Inspector for the City of Palmetto
- Residential Combination Inspector for the City of Hogansville

## Kenny Barber, CBO

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### Certified Building Official/Inspector

#### Years of Experience

20+

#### Professional Memberships

Text

#### Certifications

ICC Building Inspector Certification  
ICC Mechanical Inspector Certification  
ICC Plumbing Inspector Certification  
ICC Residential Combination Inspector Certification  
ICC Commercial Energy Inspector Certification  
ICC Building Plan Examiner Certification  
ICC Mechanical Plans Examiner Certification  
ICC Plumbing Plans Examiner Certification  
ICC Certified Building Code Official Certification  
ICC Certified Mechanical Code Official Certification  
ICC Certified Plumbing Code Official Certification  
ICC Property Maintenance & Housing Inspector Certification  
ICC Certified Housing Code Official Certification  
ICC Zoning Inspector Certification  
ICC Commercial Energy Plans Examiner Certification  
ICC Accessibility Inspector/Plans Examiner Certification  
ICC Certified Building Official  
Level 1 & 2 GSWCC certifications

#### KEY QUALIFICATIONS

- Certified Building Official
- Code Enforcement Experience
- Strong Municipal Background
- Multiple Certifications

With over 20 years in the inspection/ code enforcement fields with numerous jurisdictions, Mr. Barber assists with inspections and plan reviews for the cities of Dahlonega, Cleveland, Brookhaven, and Tucker. Additionally, he performs Building Official duties for the City of Dahlonega. He possesses multiple certifications and has a strong background in plan reviews. Mr. Barber has also worked directly with Forsyth County in many code enforcement capacities, including working for Forsyth County Fire Department as plans examiner.

#### Recent Project Experience

Building Inspector, City of Sandy Springs  
Building Official/Code Enforcement, Clark Patterson Lee  
Building Official, City of Cornelia

## Ruby Biggers

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### Senior Permit Technician

#### Years of Experience

27+

#### Education

B.S. Degree in Accounting, Alabama A&M University

#### Certifications

ICC Certified Permit Technician

### KEY QUALIFICATIONS

- Municipal Experience
- Extensive Experience with Permit Processing and Procedures
- Hands-On Permit Issuance, Plan Check, and Counter Experience
- General Knowledge of the Building Code and City Ordinances
- Ability to manage Multiple Projects in a Fast Paced Environment
- Excellent Interpersonal, Verbal, and Written Communication Skills

Ms. Biggers has over 27 years of municipal service experience issuing building permits and providing over the counter support. She promotes positive communication and is able to manage multiple projects in a fast paced environment. In her role as Permit Technician for CAA, Ms. Biggers is responsible for processing permit applications for both new construction and building modifications, calculating and collecting building permit fees, and reviewing permit applications and blueprints for accuracy, consistency and completeness. She expertly and expeditiously provides information and assistance to contractors, developers, architects, engineers, and the general public, and is proficient in collecting and assembling data for reports and special projects. She serves as the primary contact for developers, architects, and contractors on all large projects, tracks those projects, provides all permitting and developer fees, and works with stakeholders to expedite and track multiple permits through the building process.

She also routinely assists the Building Official with the coordination of outsourced plan reviews, and coordinates the transfer of projects to and from different departments as necessary.

#### Recent Project Experience

- Permit Technician for the City of Brookhaven
- Permit Technician for the City of Peachtree Corners

## Meetings

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CAA's project manager or his designee will attend weekly meetings with the City's Community Development Director, as requested, as well as quarterly meetings with the City Administrator. CAA staff will also be available to meet with City staff, the design team, applicants, and/or contractors at the City's request to discuss and resolve plan review and code related issues. Our staff can be available to meet with the City's staff on most issues immediately, and within 24 hours of notice for project manager related issues. Those meetings will be attended by our staff at no additional cost.

## Emergency Response

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CAA will provide after hours emergency response staff as well as a backup Building Official in the absence of the Building Official, if requested. We understand that code enforcement may require some weekend hours, and CAA staff will be able to accommodate this request when needed. CAA assigned staff will be available to respond to emergency calls regarding building related issues. We create rotational schedules to service emergencies as they occur, with a calling order to ensure no issues are left unaddressed. CAA provides and ensures disaster service kits are maintained to respond to disasters. All CAA employees are required to be Disaster Service Worker certified in within 6 months of hire date.

## Equipment, Supplies, and Vehicles

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CAA will provide all materials, resources, tools and training required for our professionals to perform their assigned duties, including cell phones and other technology devices that enhance our service. CAA will provide and maintain all vehicles and equipment required or necessary to carry out inspections and duties assigned to CAA.

## Related Experience

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CAA has over 33 years of experience providing plan review and inspection services to City governments. Our depth of experience is outlined throughout this proposal, and the projects below merely serve as an example of the services provided to our clients.

|                                    |  |
|------------------------------------|--|
| Name of Client:                    | City of Forest Park, GA  |
| Population:                        | 18,783   |
| Services:                          | Building Official, Inspections, Plan Review, and additional services as needed.  |
| Project Start Date:                | 2014   |
| Project End Date:                  | ongoing  |
| Project Description:               | All inspections completed next day, all plan reviews completed in the required timelines by the City of Forest Park. Projects vary in complexity as well as type from residential to commercial/industrial and multi-family. |
| Client's Point of Contact:         | Jonathan Jones, Director of Community Development  |
| Phone Number for Point of Contact: | (404) 608-2300   |
| Example Project:                   |  |

CAA provides permitting, plan review, building, mechanical, electrical, and plumbing inspections services for the City of Forest Park, including the following projects:

The Kroger franchise developed a modern facility to serve as the South East Product Distribution facility. Recently Completed construction in the City of Forest Park is the new facility of over 1.6 million square feet. Approximately One third of the buildings will be offices; the remaining will be Distribution and support facilities

Under plan review in Forest Park, Georgia, is the "Clorox Project," which will consist of a 489k thousand square feet facility. CAA is providing all permitting and plan review services for this building under our contract with the City of Forest Park. At this time, CAA is performing all building, mechanical, electrical and plumbing inspections for the 1.6 million square feet Gillem Logistic Center as well.

|                                    |   |
|------------------------------------|---|
| Name of Client:                    | City of Brookhaven, GA  |
| Population:                        | 51,000  |
| Services:                          | Building Official, Inspections, Plan Review, and additional services as needed.   |
| Project Start Date:                | 2015  |
| Project End Date:                  | ongoing   |
| Project Description:               | All inspections completed next day, all plan reviews completed in the required timelines by the City of Brookhaven. Projects vary in complexity as well as type from residential to commercial/industrial and multi-family. |
| Client's Point of Contact:         | Patrice Ruffin, Director of Community Development   |
| Phone Number for Point of Contact: | (404) 637-0532  |

**Example Projects:**

CAA provides permitting, plan review, code enforcement, building, mechanical, electrical, and plumbing inspections, and arborist services for the City of Brookhaven, including the following projects:

The Atlanta Hawks play their home games at Phillips Arena, but the NBA franchise needed a modern facility to serve as both an executive and training facility. Presently under construction in the City of Brookhaven is the new facility of over 90,000 square feet. Approximately two thirds of the building will be offices and state-of-the-art training facilities; the remaining 30,000 SF will be occupied by Emory Sports Center, the "sports medicine" branch of Emory Healthcare.

Under construction in Brookhaven, Georgia, is an office building known as "4004 Summit," which will top out at 15 stories, plus an 8-story parking deck. CAA provided all permitting and plan review services for this building under their contract with the City of Brookhaven. At this time, CAA is performing all building, mechanical, electrical and plumbing inspections for the 240,000 square foot office building.

Children's Healthcare of Atlanta (CHOA) is the premier children's hospital in Georgia and the Southeast. Eventually they will relocate their main hospital from its current location near Emory University to a recently purchased 51-acre medical campus in Brookhaven. Although relocation of CHOA's main hospital is several years away, already under construction is an 8-story, 263,000 SF medical office building which will contain clinics and outpatient services. CAA is providing all permitting, plan review, and inspection services for this building as well as for the adjacent 6-story parking garage.

Name of Client: City of Palmetto, GA  
Population: 5,000  
Services: Building Official, Inspections, Plan Review, and additional services as needed.  
Project Start Date: 2012  
Project End Date: ongoing  
Project Description: All inspections completed next day, all plan reviews completed in the required timelines by the City. Projects vary in complexity as well as type from residential to commercial/industrial and multi-family.  
Client's Point of Contact: William Shell, City Manager  
Phone Number for Point of Contact: (770) 463-3377

Example Projects:

CAA provides permitting, plan review, building, mechanical, electrical, and plumbing inspections, and city engineering services for the City of Palmetto, including the following major projects:

Located on the former South Fulton private airport, the Palmetto Distribution Center is a 340-acre, 4 million SF master planned distribution center situated right across from CSX's intermodal facility in Fairburn. Presently under construction, this prime industrial high-cube warehouse/distribution space will be distributed over 5 buildings that have the potential to bring well over 2,000 jobs to the City of Palmetto. CAA is providing all permitting, plan review, and inspection services for this project.

Also under construction is the Saben Tatum Road industrial development, a three-warehouse, 3 million SF industrial park distributed over 214 acres just off I-85, just south of Fairburn in Palmetto, at the intersection of Johnson and Tatum roads. CAA is providing all permitting, plan review, and inspection services for this project.

Weldon Industrial Track is a residential and industrial development project, which will include a 1 million SF warehouse and sewer lines tying back to the City. CAA is providing all permitting, plan review, and inspection services for this project.

The Palmetto Oaks Subdivision is currently in Phase I of final subdivision, which will include 28 acres of R-2 residential housing on 54 lots. CAA is providing all permitting, plan review, and inspection services for this project.

In the planning stages is the redevelopment of the historic Cotton Mill on Main Street as a cultural arts center comprised of restaurants, live/work residential units, event space, office usage and a complementary open air market. CAA has been heavily involved in the planning portion of this project, and will continue to be involved with permitting, plan review, and inspection services as the project progresses.

Name of Client: City of Mission Viejo, CA  
Population: 94,196  
Services: Building Official, Inspections, Plan Review, and additional services as needed  
Project Start Date: 1996  
Project End Date: ongoing

Project Description: All inspections completed next day, all plan reviews completed in the required timelines by the City. Projects vary in complexity as well as type from residential to commercial/industrial and multi-family.

Client's Point of Contact: Ms. Elaine Lister, Community Dev. Director

Phone Number for Point of Contact: (949) 470-3000

Example Project: The Shops At Mission Viejo

CAA serves as the City Building Official for the City of Mission Viejo, and as such, provided complete plan check for this 3 story, 500,000 square foot addition to a major shopping center. CAA checked electrical, mechanical, life safety, ADA, structural calculations, and framing. In addition to plan check, CAA also performed all building inspection services including plumbing, footing, slab, electrical, mechanical, framing, and roofing, as well as public works inspection for grading, drainage, and off-site work.

Name of Client: City of Camarillo, CA

Population: 65,201

Services: Building Official, Inspections, Plan Review, and additional services as needed

Project Start Date: 1995

Project End Date: ongoing

Project Description: All inspections completed next day, all plan reviews completed in the required timelines by the City. Projects vary in complexity as well as type from residential to commercial/industrial and multi-family.

Client's Point of Contact: Mr. Bruce Feng, City Manager

Phone Number for Point of Contact: (805) 388-5307

Example Project: Camarillo Outlet Mall, 1,000,000+ sq. ft. – Type V-1hr-review time 10 days

CAA provided complete plan check services for this one story, 482,000 square foot outlet shopping center. CAA checked electrical, mechanical, life safety, ADA, structural calculations, and framing. In addition to plan check, CAA also performed all building inspection services including plumbing, footing, slab, electrical, mechanical, framing, and roofing, as well as public works inspection for grading, drainage, and off-site work. CAA also issued all permits.

The City of Camarillo used CAA's service record of rapid plan review to "sell" the developer on using this site over similar sites in nearby jurisdictions.

## **Customer Satisfaction and Citizen Interaction**

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Our employees are passionate about customer service. In performing our duties we are always willing to meet with clients for pre-design meetings, pre-submittal meetings, or as needed to resolve complex code related plan review issues in the most efficient manner possible. In addition, the staff at CAA brings a can-do attitude to their work - always focused on efficiency and project success.



The CAA team will set out to resolve critical issues in the method outlined below:

When a critical dispute arises, CAA staff assigned to the project will confer with the CAA company liaison and provide background and communications as they relate to the project at hand. Where possible, CAA's Project Manager will arrange to have a meeting with the developer's consultant and the plan reviewer assigned to the project to discuss and resolve any issues that may have arisen. In the case where CAA is not in the position to provide the final resolution due to the need for City interpretation or acceptance as in the case of alternate material and methods or other issues that only the City can be the final decision maker of, CAA will arrange for a meeting with City staff and present the information necessary for a resolution by the City.

Issues that may be encountered based on prior experience may vary from incomplete documents received as part of the plan submittal process to deviation from project approval documents "Conditions of Approval" to deviations from City Standards. CAA's approach to receiving incomplete documents is immediate preparation of a comment letter to the applicant for the submittal of all documents necessary for the review process in an itemized format, and copy the City to keep the City apprised of the project status.

CAA handles deviations from Conditions of Approval in a similar fashion with preparation of comment letter to the applicant; however, deviations to Conditions of Approval and City Standards require additional coordination with City staff to understand the City's position on such deviations and how they may be applied or accepted.

Key issues may also result from understanding field conditions and the conveyance of those field conditions to the project documents. These types of issues may be resolved by visiting the site and meeting with the client in the field to convey all concerns as they relate to the project submittal.

### **Independence of Chief Building Official**

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CAA has read and understood.

## EXPERIENCE AND PERFORMANCE ON OTHER PROJECTS

The following contains related projects with an outline of services provided to each client, as well as the period of time that we have been performing the referenced service. We are extremely proud of our track record and the length of time we have continuously provided services to our clients, and invite you to contact any of our clients to obtain their opinion of the services we provide for their cities.

| REFERENCES   | SERVICES  | SINCE |
|--|---|-------|
| <b>City of South Fulton</b><br>Ruth Jones, City Manager<br>(470) 809-7700<br>Industrial Blvd. Atlanta, GA 30336                              | Building & Safety                                     | 2017  |
| <b>City of Cleveland</b><br>Connie Tracas, City Administrator<br>(706) 865-2017<br>85 South Main Street, Cleveland, GA 30528                 | Building & Safety                                     | 2016  |
| <b>City of Dahlonega</b><br>Bill Schmid, City Manager<br>(706) 864-6133<br>465 Riley Road, Dahlonega, GA 30533                               | Building & Safety                                     | 2016  |
| <b>City of Hogansville</b><br>James A. Woods, City Manager<br>(706) 637-8629<br>400 East Main Street, Hogansville, GA 30230                  | Building & Safety                                     | 2016  |
| <b>City of Tucker</b><br>Tami Hanlin, City Manager<br>(678) 597-9040<br>4119 Adrian Street, Tucker, GA 30084                                 | Building & Safety                                     | 2016  |
| <b>City of Brookhaven</b><br>Patrice Ruffin, Director of Community Development<br>(404) 637-0500<br>4362 Peachtree Road Brookhaven, GA 30319 | Building & Safety<br>Code Enforcement                 | 2015  |
| <b>City of Forest Park</b><br>L. Dwayne Hobbs, Interim City Manager<br>(404) 608-2300<br>785 Forest Parkway, Forest Park, GA 30297           | Building & Safety                                     | 2014  |
| <b>City of Manchester</b><br>Doug Westberry, City Manager<br>(706) 846-3141<br>P.O. Box 366, Manchester, GA 31816                            | Building & Safety<br>Code Enforcement                 | 2014  |
| <b>City of Griffin</b><br>Kenny Smith, City Manager (770) 229-6406<br>100 South Hill Street, Griffin, GA 30223                               | Building & Safety                                     | 2014  |
| <b>City of Riverdale</b><br>Linda Abaray, Community Dev. Director<br>(770) 909-5480<br>971 Wilson Road, Riverdale, GA 30296                  | Building & Safety<br>City Engineering<br>Public Works | 2012  |

|   |  |                            |
|---|--|----------------------------|
| <b>City of Palmetto</b><br>William Shell, City Administrator<br>(770) 463-3377<br>509 Toombs Street, Palmetto, GA 30268   | Building & Safety<br>City Engineering  | <b>2012</b>                |
| <b>Town of Lyons</b><br>Victoria Simonsen, Town Administrator<br>(303) 823-6622<br>432 5th Avenue, Lyons, CO 80540  | Building & Safety  | <b>2016</b>                |
| <b>City of Ojai</b><br>Steve McClary, City Manager<br>(805) 646-5581<br>401 S. Ventura Street, Ojai, CA 93023   | Building & Safety<br>Code Enforcement  | <b>2016</b>                |
| <b>City of Rancho Palos Verdes</b><br>Lauren Ramezani, Sr. Administrative Analyst- Public Works<br>(310) 544-5245<br>30940 Hawthorne Blvd., Rancho Palos Verdes, CA 90275 | Building Plan Check<br>Environmental/NPDES                                     | <b>1984</b><br><b>2016</b> |
| <b>City of Lake Forest</b><br>Michael McConaha, Public Works Maintenance Manager<br>(949) 461-3575<br>25550 Commercentre Drive, Suite 100<br>Lake Forest, CA 92630        | Street Maintenance   | <b>2016</b>                |
| <b>City of Canyon Lake</b><br>Aaron Palmer, City Manager<br>(951) 244-2955<br>31516 Railroad Canyon Road, Canyon Lake, CA 92587   | Building & Safety<br>Engineering<br>Public Works                               | <b>2016</b>                |
| <b>City of Avalon</b><br>Jordan Monroe, Management Aide<br>(310) 510-0220 x 128<br>410 Avalon Canyon Rd., Avalon, CA 90704  | Environmental/NPDES  | <b>2015</b>                |
| <b>City of Banning</b><br>Brian Guillot, Community Development Director<br>(951) 922-3120<br>99 E. Ramsey St., Banning, CA 92220  | Building & Safety<br>City Engineering As Needed                                | <b>2015</b>                |
| <b>City of Moreno Valley</b><br>Ahmad Ansari, Director of Public Works<br>(951) 413-3000<br>14177 Frederick Street, Moreno Valley, CA 92552                               | Environmental/NPDES  | <b>2014</b>                |
| <b>City of Pico Rivera</b><br>Gladis Deras, Associate Engineer<br>(562) 801-4332<br>6615 Passons Boulevard, Pico Rivera, CA 135660  | Environmental/NPDES  | <b>2014</b>                |
| <b>City of Calimesa</b><br>Bonnie Johnson, City Manager<br>(909) 795-9801<br>908 Park Avenue, Calimesa, CA 92320  | Building & Safety Full Service<br>Planning<br>Public Works<br>Code Enforcement | <b>2014</b>                |
| <b>City of Carson City</b><br>Lee Plemel, Director Community Development<br>(775) 283-7075  | Building & Safety Full Service   | <b>2014</b>                |

|  |  |             |
|--|--|-------------|
| 108 E. Proctor St., Carson City, NV 89701  |  |             |
| <b>City of San Dimas</b><br>Krishna Patel, Community Dev. Director<br>(909) 394-6200<br>245 E Bonita Ave, San Dimas, CA 91773  | Environmental/NPDES  | <b>2014</b> |
| <b>City of Duarte</b><br>Craig Hensley, Community Dev. Director<br>(626) 386-6835<br>1600 Huntington Dr, Duarte, CA 91010  | Building & Safety<br>Inspection &<br>Plan Check,<br>Code Administration  | <b>2013</b> |
| <b>City of Redondo Beach</b><br>Geraldine Trivedi, Project Manager<br>(310) 372-1171<br>415 Diamond Street Redondo Beach, CA 135277                                  | Environmental/NPDES  | <b>2013</b> |
| <b>City of La Palma</b><br>Douglas Dumhart, Community Dev. Director (714) 690-3340<br>7822 Walker Street, La Palma, CA 90623   | Building & Safety  | <b>2012</b> |
| <b>City of Laguna Hills</b><br>Bruce Channing, City Manager<br>(949) 707-2600<br>24035 El Toro Road, Laguna Hills, CA 92653  | Street Maintenance   | <b>2012</b> |
| <b>City of Laguna Woods</b><br>Chris Macon, City Manager<br>(949) 639-0500<br>24264 El Toro Road, Laguna Woods, CA 92637   | Environmental/NPDES  | <b>2010</b> |
| <b>City of Los Alamitos</b><br>Steven Mendoza, Community Dev. Director<br>(562) 431-3538<br>3191 Katella Avenue, Los Alamitos, CA 90270                              | Building & Safety<br>Environmental/NPDES                                 | <b>2010</b> |
| <b>City of Pomona</b><br>Julie Carver<br>Environmental Programs Supervisor<br>(909) 620-2261<br>505 South Garey Ave, Pomona, CA 91766                                | Environmental/NPDES  | <b>2010</b> |
| <b>City of Cypress</b><br>Douglas Dancs, Director of Public Works<br>(714) 229-6752<br>5257 Orange Avenue, Cypress, CA 90630   | Plan Check<br>Building Inspection<br>NPDES Inspection and<br>Plan Review | <b>2008</b> |
| <b>City of Rancho Santa Margarita</b><br>Cheryl Kuta, Development Services Director<br>(949) 635-1800, ext. 6707<br>22122 El Paseo, Rancho Santa Margarita, CA 92688 | Building & Safety<br>Environmental<br>Public Works                       | <b>2007</b> |
| <b>City of Laguna Niguel</b><br>Jeff Gibson, Community Development Director<br>(949) 362-4313<br>30111 Crown Valley Parkway, Laguna Niguel, CA 92677                 | Building & Safety<br>Public Works<br>Street Maintenance                  | <b>2006</b> |
| <b>City of Fountain Valley</b>   | Building & Safety  | <b>2004</b> |

|  |   |      |
|--|---|------|
| Matt Mogensen, Building and Planning Director<br>(714) 593-4436<br>10200 Slater Avenue, Fountain Valley, CA 92708-4736                             |   |      |
| <b>City of Stanton</b><br>Kelly Hart, Community Dev. Director<br>(714) 890-4213<br>7800 Katella Avenue, Stanton, CA 90680                          | Building & Safety   | 2004 |
| <b>City of Aliso Viejo</b><br>David Doyle, City Manager<br>(949) 425-2500<br>12 Journey, Suite 100, Aliso Viejo, CA 92656                          | Building & Safety<br>City Engineering<br>Code Enforcement<br>Environmental    | 2002 |
| <b>Town of Pahrump</b><br>Pam Webster, County Manager<br>(775) 751-7075<br>400 N. Highway 160, Pahrump, NV 89060                                   | Building & Safety<br>Environmental<br>County Engineering                      | 1998 |
| <b>City of Mission Viejo</b><br>Elaine Lister, Community Dev. Director<br>(949) 470-3000<br>200 Civic Center, Mission Viejo, CA 92691              | Building & Safety<br>Public Works<br>Plan Check<br>Public Works<br>Inspection | 1995 |
| <b>City of Camarillo</b><br>Dave Norman, City Manager<br>(805) 388-5307<br>601 Carmen Drive, Camarillo, CA 93010                                   | Building & Safety<br>Public Works<br>Inspections<br>Environmental/NPDES       | 1994 |
| <b>Town of Yucca Valley</b><br>Shane Steuckle, Community Dev. Director<br>(760) 369-7207<br>57090 Twentynine Palms Highway, Yucca Valley, CA 92284 | Building & Safety   | 1994 |
| <b>City of Yucaipa</b><br>Ray Casey, City Manager<br>(909) 797-2489<br>34272 Yucaipa Boulevard, Yucaipa, CA 92399                                  | Building & Safety<br>Engineering Support<br>Fire Marshall Services            | 1993 |
| <b>City of Twentynine Palms</b><br>Frank Luckino, City Manager<br>(760) 367-6799<br>6136 Adobe Road, Twentynine Palms, CA 92277                    | Building & Safety<br>City Engineering<br>Traffic Engineering                  | 1993 |
| <b>Town of Apple Valley</b><br>Frank Robinson, Town Manager<br>(760) 240-7000<br>14955 Dale Evans Parkway, Apple Valley, CA 92307                  | Building & Safety<br>Public Work<br>Administration<br>Town Engineering        | 1990 |
| <b>City of Hidden Hills</b><br>Kerry Kallman, City Manager<br>(818) 888-9281<br>6165 Spring Valley Road, Hidden Hills, CA 91302                    | Building & Safety<br>City Engineering   | 1990 |
| <b>City of Moorpark</b><br>David Bobardt, Community Development Director<br>(805) 517-6281<br>799 Moorpark Avenue, Moorpark, CA 93021              | Building & Safety<br>Environmental/NPDES                                      | 1988 |

## INNOVATION

CAA continuously strives for innovations to improve public services. Government must be more accessible to the citizens, more convenient, timelier in responses, more cost effective, and performance oriented. Accountability in government has never been higher than it is today. We want to be your partner in delivering exceptional public service and promoting the City. We pledge the full resources and backing of our firm to assure that the City is able to deliver outstanding, cost-effective public service of the highest quality. CAA believes that embracing technology improves efficiency, provides a more comprehensive level of customer service, and is the key for success both now and in the future. As part of that effort, CAA offers to provide the following to the City of Stockbridge:

- 84Works, a customized Permit Issuance and Inspection Tracking tool with a user-friendly software system that allows for an efficient and accountable level of service to be delivered to the City and contractors. This software system includes:
  - Access to Contractor State license records.
  - Ability to use iPads or comparable field tablets for technological efficiencies
  - iPads are provided to all inspectors.
  - Ability to attach PDF and photos to permit file.
  - Searchable database by any field.
  - Report types include at minimum:
    - Daily inspection and plan review logs.
    - Inspection/plan review turnaround times.
    - Pass/fail status.
    - Revenue stream by permit type.
- Ability to utilize drones for physically difficult inspections
- Ability to employ electronic plan review to shorten turn around times and improve communication

**17RFP061317-DRR, PROFESSIONAL PERMITTING AND BUILDING INSPECTION  
SERVICES  
Addendum No. 1  
Page Two**

This Addendum forms a part of the contract documents and **modifies** the original RFP solicitation as noted below:

**Attached hereto are responses to questions submitted in reference to the above RFP solicitation.**

Except as provided herein, all terms and conditions in the proposal referenced above remain unchanged and in full force and effect.

Failure to return a signed copy of this addendum could render your proposal non-responsive.

**ACKNOWLEDGEMENT OF ADDENDUM NO. 1**

The undersigned proposer acknowledges receipt of this addendum by returning one (1) original, and one (1) copy of this form with the proposal package to the Finance Department - Purchasing Division, City of Stockbridge, 4640 Henry Boulevard, Stockbridge, Georgia 30281 by the proposal due date and time **JULY 18, 2017 before 12:00 P.M. (NOON) E.S.T.**

This is to acknowledge receipt of Addendum No. 1, 7 day of  
July, 2017.

Charles Abbott Associates, Inc.

Legal Name of Proponent

  
Signature of Authorized Representative

President

Title

## REQUIRED FORMS

Please find below the required forms (Appendix C), as requested by the City.

Form 1: NON-COLLUSION BIDDING CERTIFICATE

Form 2: NON-COLLUSION AFFIDAVIT OF SUB-CONTRACTOR

Form 3: CERTIFICATE REGARDING DEBARMENT, SUSPENSION

Form 4: INELIGIBILITY CERTIFICATE

Form 5: CERTIFICATE OF A DRUG FREE WORKPLACE

Form 6: CONFLICT OF INTEREST & PROHIBITION AGAINST CONTINGENT FEES  
CERTIFICATION

Form 7: AFFIDAVIT VERIFYING STATUS FOR PUBLIC BENEFIT APPLICATION

Form 8: CERTIFICATION REGARDING LOBBYING

Form 9: PROPOSAL SUBMITTAL LETTER

Form 10: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR  
AFFIDAVIT/AGREEMENT

Form 11: GEORGIA SECURITY AND IMMIGRATION SUB-CONTRACTOR AFFIDAVIT

Form 12: REFERENCE AND RELEASE FORM

INSURANCE CERTIFICATE

BUSINESS LICENSE

W-9 FORM



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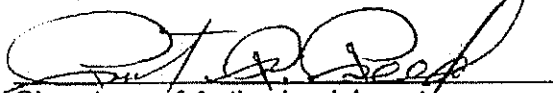
FORM 1

**NON-COLLUSION BIDDING CERTIFICATE**

This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

By submission of this certificate, each Proposer and each person signing on behalf of any Proposer certifies under penalty of perjury, that to the best of its knowledge and belief:

1. The cost or prices to be negotiated shall have been arrived at independently without collusion, consultation, communication or agreement, for any purpose of restricting competition as to any matter relating to such costs or prices with any other Proposer or with any competitor.
2. Unless otherwise required by law, the cost or prices to be negotiated have not been knowingly disclosed by the firm prior to the opening of price negotiations, directly or indirectly to any other Proposer or to any competitor; and,
3. No attempt has been made or will be made by the Proposer to induce any person, partnership or corporation to submit or not submit a Statement of Qualifications for the purpose of restricting competition.

  
Signature of Authorized Agent

Rusty R. Reed, President

Name/Title of Authorized Agent

July 11, 2017

Date

FORM 2

NON-COLLUSION AFFIDAVIT OF SUB-CONTRACTOR

State of California County of Orange,  
being first duly sworn, deposes and says that:

(1) He/She is President/Owner (owner, partner officer,  
representative, or agent) of Charles Abbott Associates, Inc., the sub-contractor that has  
submitted the attached RFP;

(2) He is fully informed respecting the preparation and contents of the attached RFP and of  
all pertinent circumstances respecting such RFP;

(3) Such RFP is genuine and is not a collusive or sham RFP;

(4) Neither the said sub-contractor nor any of its officers, partners, owners, agents,  
representatives, employees or parties in interest, including this affidavit, has in any way  
colluded, conspired, connived or agreed, directly or indirectly with any other Vendor, firm or  
person to submit a collusive or sham RFP in connection with the Contract for which the  
attached RFP has been submitted or refrain from proposing in connection with such  
Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or  
communication or conference with any other Vendor, firm or person to fix the price or prices  
in the attached RFP or of any other Vendor, or to fix any overhead, profit or cost element of  
the proposing price or the proposing price of any other Vendor, or to secure through any  
collusion, conspiracy, connivance or unlawful agreement any advantage against City of  
Stockbridge or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached RFP are fair and proper and are not tainted by  
any collusion, conspiracy, connivance or unlawful agreement on the part of the sub-  
contractor or any of its agents, representatives, owners, employees, or parties in interest,  
including this affidavit.

(Signed)

President

(Title)

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Name \_\_\_\_\_

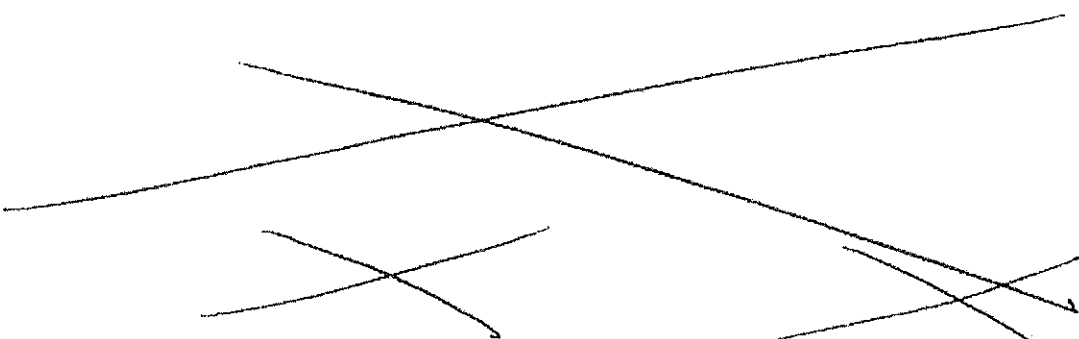
Title \_\_\_\_\_

My commission expires (Date)

**CALIFORNIA JURAT WITH AFFIANT STATEMENT**

GOVERNMENT CODE § 8202

- ☒ See Attached Document (Notary to cross out lines 1-6 below)  
☐ See Statement Below (Lines 1-6 to be completed only by document signer[s], not Notary)

  
Signature of Document Signer No. 1

Signature of Document Signer No. 2 (if any)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Orange

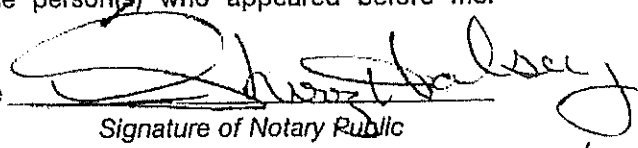
Subscribed and sworn to (or affirmed) before me

on this 11<sup>th</sup> day of July, 2017  
by Date Month Year(1) Sherry H. Reed(and (2) NA ),

Name(s) of Signer(s)

proved to me on the basis of satisfactory evidence  
to be the person(s) who appeared before me.

Signature

  
Signature of Notary Public

Seal  
Place Notary Seal Above

**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document or  
fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**Title or Type of Document: Non-collision Affidavit of sub contractor Document Date: 07-11-2017Number of Pages: 2 Signer(s) Other Than Named Above: NAIncluded as Notarized Certificate

FORM 3

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER  
RESPONSIBILITY MATTERS; PRIMARY COVERED TRANSACTIONS**

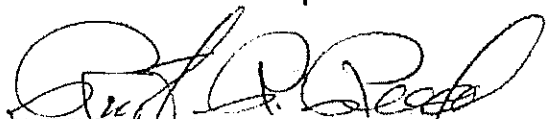
This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

The Proposer, Charles Abbott Associates, Inc. (CAA), certifies to the best of its knowledge and  
that it and its principals: belief,

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State, or local department or agency;
2. Have not within a three-year period preceding this Proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or Contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with the commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/Proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.


Where the Contractor is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this Proposal.

The Contractor, Charles Abbott Associates, Inc. (CAA), certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this Certification and understands that the provisions of 31 U.S.C. Sections 3801 Et Seq., are applicable thereto.

  
Signature of Authorized Agent

Rusty R. Reed, President  
Name/Title of Authorized Agent

July 11, 2017  
Date

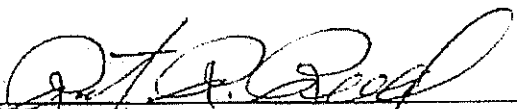
  
Witness

FORM 4

INELIGIBILITY CERTIFICATE

This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

I hereby certify that I am a principal and duly authorized agent of  
Charles Abbott Associates, Inc. \_\_\_\_\_, and it is also whose address is  
27401 Los Altos #220, Mission Viejo, CA 92691 \_\_\_\_\_, certifies that the  
Contractor, nor any of its Sub-Contractors to be used in performing this Contract, are listed  
on the list of Ineligible Contractors maintained by the Comptroller General of the United  
States.

  
\_\_\_\_\_  
Signature of Authorized Agent

Rusty R. Reed, President  
\_\_\_\_\_  
Name/Title of Authorized Agent

July 11, 2017  
\_\_\_\_\_  
Date

---

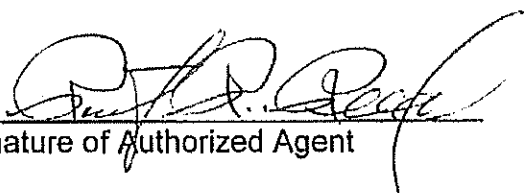
FORM 5

**CERTIFICATION OF DRUG-FREE WORKPLACE**

This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

I hereby certify that I am a principal and duly authorized agent of Charles Abbott Associates, Inc. (CAA), and it is also whose address is 27401 Los Altos #220, Mission Viejo, CA 92691, certifies that:

1. The provisions of Section 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the "Drug-Free Workplace Act" have been complied in full; and
2. A drug-free workplace will be provided for the consultant's employees during the performance of the Contract; and
3. Each Sub-Contractor hired by the consultant shall be required to ensure that the Sub-Contractor's employees are provided a drug-free workplace. The Consultant shall secure from that Sub-Contractor the following written certification: "As part of the Sub-Contracting agreement with the Consultant, certifies to the Consultant that a drug-free workplace will be provided for the Sub-Contractor's employees during the performance of this Contract pursuant to paragraph (7) of subsection (b) of the Official Code of Georgia Annotated Section 50-24-3"; and
4. It is certified that the undersigned will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.

  
Signature of Authorized Agent

Rusty R. Reed, President  
Name/Title of Authorized Agent

July 11, 2017  
Date

**FORM 6**

**CITY OF STOCKBRIDGE CONFLICT OF INTEREST AND PROHIBITION AGAINST  
CONTINGENT FEES CERTIFICATION**

This Form Must Be Signed and Return with Bid or Bid will be Deemed Non-responsive.

I hereby certify that I am a principal and duly authorized agent of  
Charles Abbott Associates, Inc. (CAA) and, it is also whose address is  
27401 Los Altos #220, Mission Viejo, CA 92691, certifies that to the best  
of its knowledge there are no circumstances which shall cause a Conflict of Interest in  
performing services for City of Stockbridge.

  
\_\_\_\_\_  
Signature of Authorized Agent

Rusty R. Reed, President  
Name/Title of Authorized Agent

July 11, 2017  
Date

FORM 7

AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION

By executing this affidavit under oath, as an applicant for the City of Stockbridge, Georgia Business License or Occupational Tax Certificate, Alcohol License, execution of contract or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a City of Stockbridge license/permit and/or contract for:

Rusty R. Reed


Name of Applicant

1) X I am a United States citizen

OR

2) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.\*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. Code Section 16-10-20.

Signature of Applicant: 

Date: July 11, 2017

Printed Name: Rusty. R. Reed

\*Alien Registration number for non-citizens:

**\*\*PLEASE INCLUDE A COPY OF YOUR PERMANENT RESIDENT CARD, EMPLOYMENT AUTHORIZATION, GREEN CARD, OR PASSPORT WITH A COPY OF YOUR DRIVER'S LICENSE IF YOU ARE A LEGAL PERMANENT RESIDENT.**

Subscribed and Sworn Before Me on this the \_\_\_\_\_ Day of \_\_\_\_\_, 2016.

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

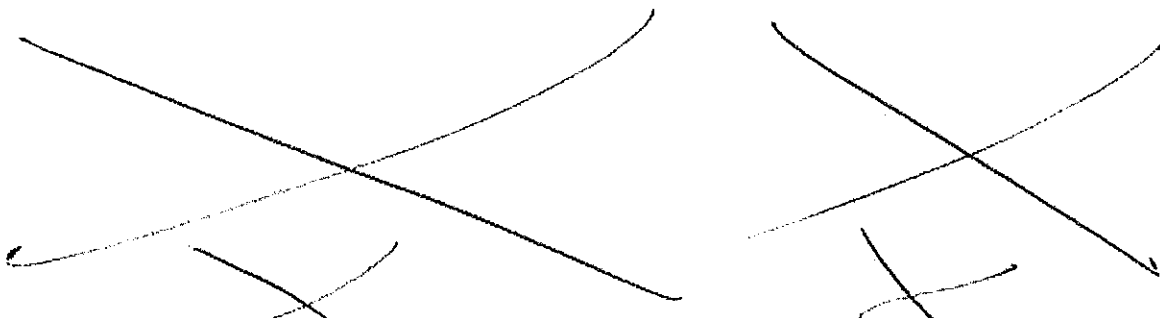
\*Note O.C.G.A. Section 50-36-1 (e)(2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:



**CALIFORNIA JURAT WITH AFFIANT STATEMENT**

**GOVERNMENT CODE § 8202**

- ☒ See Attached Document (Notary to cross out lines 1-6 below)  
☐ See Statement Below (Lines 1-6 to be completed only by document signer[s], *not* Notary)

  
\_\_\_\_\_  
Signature of Document Signer No. 1                      Signature of Document Signer No. 2 (if any)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Orange

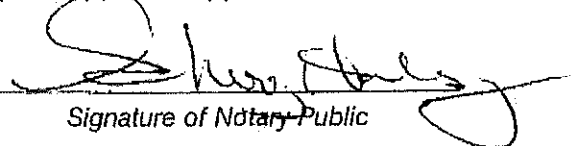
Subscribed and sworn to (or affirmed) before me

on this 11<sup>th</sup> day of July, 2017  
by                      Date                      Month                      Year

(1) Rush R. Reed

(and (2) NA),  
Name(s) of Signer(s)

proved to me on the basis of satisfactory evidence  
to be the person(s) who appeared before me.

Signature   
Signature of Notary Public



Seal  
Place Notary Seal Above

**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Affidavit verifying                      Status for City Public Benefit +  
Document Date: 07/11/2017

Number of Pages: 2                      Signer(s) Other Than Named Above: NA  
Including Notarial Certificate

FORM 8

**CERTIFICATION REGARDING LOBBYING**

This Form Must Be Signed and Return with Bid or Bid will be Deemed Non-responsive.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a Local, State or Federal agency, in connection with the awarding of any contract, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any contract, grant, loan, or cooperative agreement.

2. The undersigned shall require that the language of this certification be included in the award documentations for sub-awards at all tiers (including Sub-Contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000 for each such failure. [Note: Pursuant to 31 U.S.C. 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000 for each such expenditure or failure.]

The Charles Abbott, certifies or affirms the truthfulness and accuracy of each Contractor, Associates, Inc. statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. 3801, et seq., apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Agent: 

Name and Title of Contractor Authorized Agent: Rusty R. Reed

Date: July 11, 2017 Telephone #: (866) 530-4980

Firm or Company Name: Charles Abbott Associates, Inc. (CAA)

Address: 27401 Los Altos #220, Mission Viejo, CA 92691

FORM 9

PROPOSAL SUBMITTAL LETTER

This Form Must Be Signed and Return with Bid or Bid will be Deemed Non-responsive.

The undersigned, Charles Abbott Associates, Inc. (CAA), hereby submits its bid proposal to furnish all labor, materials, equipment, delivered by the undersigned, to the City of Stockbridge, Georgia.

The undersigned acknowledges and agrees that the Proposal submitted by the undersigned shall be binding upon the undersigned and that if City of Stockbridge, Georgia, awards the Contract to the undersigned, the Proposal made by the undersigned and delivered to City of Stockbridge, Georgia herewith, together with such award, will constitute a legal, valid and binding Contract between the undersigned and City of Stockbridge, Georgia. The Contract created pursuant to the previous sentence shall incorporate the terms and conditions of the bid including, but not limited to, the bid Scope of Work, Solicitation instructions and Conditions, the Contract Provisions and the Contractor's Cost Proposal, all as described in the bid.

IN WITNESS WHEREOF, the undersigned has duly executed and delivered this Proposal Submittal Letter this 11 day of July, 2016  
7

By 

President

Title

Sworn to and subscribed before me the \_\_\_\_\_ day  
of \_\_\_\_\_, 2016.

Notary Public

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Date

**CALIFORNIA JURAT WITH AFFIANT STATEMENT**

**GOVERNMENT CODE § 8202**

- ☒ See Attached Document (Notary to cross out lines 1-6 below)  
☐ See Statement Below (Lines 1-6 to be completed only by document signer[s], not Notary)

~~\_\_\_\_\_  
Signature of Document Signer No. 1~~

~~\_\_\_\_\_  
Signature of Document Signer No. 2 (if any)~~

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Orange

Subscribed and sworn to (or affirmed) before me

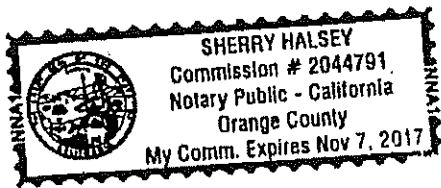
on this 11<sup>th</sup> day of July, 2017  
by Date Month Year

(1) Fursty R. Reed

(and (2) NA),  
Name(s) of Signer(s)

proved to me on the basis of satisfactory evidence  
to be the person(s) who appeared before me.

Signature [Signature]  
Signature of Notary Public



Seal  
Place Notary Seal Above

**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: Proposal Submit Letter Document Date: 07-11-2017

Number of Pages: 2 Signer(s) Other Than Named Above: NA  
including Notarial Certificate

STATE OF GEORGIA

CITY OF STOCKBRIDGE


FORM 10: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services<sup>1</sup> under a contract with [insert name of prime contractor] Charles Abbott Associates, Inc. (CAA) on behalf of The City of Stockbridge Government has registered with and is participating in a federal work authorization program\*,<sup>2</sup> in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any Sub-Contractor(s) in connection with the physical performance of services to this contract with The City of Stockbridge Government, contractor will secure from such Sub-Contractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Sub-Contractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to The City of Stockbridge Government at the time the Sub-Contractor(s) is retained to perform such service.

337115

EEV/Basic Pilot Program\* User Identification Number

BY:  Authorized Officer of Agent

(Insert Contractor Name)

President

Title of Authorized Officer or Agent of Contractor

Rusty R. Reed

Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public: \_\_\_\_\_

County: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

<sup>1</sup>O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that "physical performance of services" means any performance of labor or services for a public employer (e.g., Stockbridge City) using a bidding process (e.g., ITB, RFQ, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

<sup>2</sup>[Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603].

**CALIFORNIA JURAT WITH AFFIANT STATEMENT**

**GOVERNMENT CODE § 8202**

- ☒ See Attached Document (Notary to cross out lines 1-6 below)  
☐ See Statement Below (Lines 1-6 to be completed only by document signer[s], *not* Notary)

~~\_\_\_\_\_  
Signature of Document Signer No. 1~~      ~~\_\_\_\_\_  
Signature of Document Signer No. 2 (if any)~~

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Orange

Subscribed and sworn to (or affirmed) before me  
on this 11<sup>th</sup> day of July, 2017.  
by      Date      Month      Year  
(1) Rusty L. Reed  
(and (2) NA),  
Name(s) of Signer(s)



proved to me on the basis of satisfactory evidence  
to be the person(s) who appeared before me.

Signature [Signature]  
Signature of Notary Public

Seal  
Place Notary Seal Above

**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: Georgia Security & Immigration contractor Affidavit & Agreement Document Date: \_\_\_\_\_  
Number of Pages: 2 Signer(s) Other Than Named Above: NA  
Including Notarial Certificate

---

STATE OF GEORGIA

CITY OF STOCKBRIDGE

FORM 11: GEORGIA SECURITY AND IMMIGRATION SUB-CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Sub-Contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services<sup>3</sup> under a contract with **[insert name of prime contractor]** \_\_\_\_\_ behalf of **The City of Stockbridge Government** has registered with and is participating in a federal work authorization program\*,<sup>4</sup> in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

\_\_\_\_\_  
EEV/Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer of Agent  
(Insert Sub-Contractor Name)

\_\_\_\_\_  
Title of Authorized Officer or Agent of Sub-Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public: \_\_\_\_\_

County: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

<sup>3</sup>O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that "physical performance of services" means any performance of labor or services for a public employer (e.g., Stockbridge City) using a bidding process (e.g., ITB, RFQ, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

<sup>4</sup>\*(Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603).

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## FORM 12

### REFERENCE AND RELEASE FORM

List at least five (5) references for the Prime proponent and each proposed subcontractor using a separate Reference and Release Form for each. Provide the information requested in the form below for the contact person who will verify the Proponent's experience and ability to perform the type of services listed in the RFP.

CONTRACTOR NAME: Charles Abbott Associates, Inc.  
ADDRESS: 100 Hartsfield Centre Parkway, Suite 500, Atlanta, GA 30354  
PROJECT TITLE & PROJECT NUMBER: City of Brookhaven  
PHONE: (404) 637-0500 EMAIL: Patrice.Ruffin@brookhavenga.gov  
CONTACT PERSON: Patrice Ruffin, Director of Community Development  
WORK TO BE PERFORMED: Building Official Administration, Plan Review, Inspections, Code Enforcement  
DOLLAR VALUE OF WORK: \$ 1,000,000 annually PERCENTAGE OF WORK: 100 %

CONTRACTOR NAME: Charles Abbott Associates, Inc.  
ADDRESS: 100 Hartsfield Centre Parkway, Suite 500, Atlanta, GA 30354  
PROJECT TITLE & PROJECT NUMBER: City of Palmetto  
PHONE: (770) 463-3377 EMAIL: whshell@citypalmetto.com  
CONTACT PERSON: William Shell, City Administrator  
WORK TO BE PERFORMED: Building Official Administration, Plan Review, Inspections, City Engineering  
DOLLAR VALUE OF WORK: \$ 100,000 annually PERCENTAGE OF WORK: 100 %

CONTRACTOR NAME: Charles Abbott Associates, Inc.  
ADDRESS: 100 Hartsfield Centre Parkway, Suite 500, Atlanta, GA 30354  
PROJECT TITLE & PROJECT NUMBER: City of Riverdale  
PHONE: (770) 909-5480 EMAIL: labaray@riverdalega.gov  
CONTACT PERSON: Linda Abaray, Community Dev. Director  
WORK TO BE PERFORMED: Building & Safety, City Engineering, Public Works  
DOLLAR VALUE OF WORK: \$ 200,000 annually PERCENTAGE OF WORK: 100 %

CONTRACTOR NAME: Charles Abbott Associates, Inc.  
ADDRESS: 100 Hartsfield Centre Parkway, Suite 500, Atlanta, GA 30354  
PROJECT TITLE & PROJECT NUMBER: City of Forest Park  
PHONE: (404) 608-2300 EMAIL: dhobbs@forestparkpd.com  
CONTACT PERSON: L. Dwayne Hobbs, Interim City Manager  
WORK TO BE PERFORMED: Building Official Administration, Plan Review, Inspections  
DOLLAR VALUE OF WORK: \$ 200,000 PERCENTAGE OF WORK: 100 %

CONTRACTOR NAME: Charles Abbott Associates, Inc.  
ADDRESS: 100 Hartsfield Centre Parkway, Suite 500, Atlanta, GA 30354  
PROJECT TITLE & PROJECT NUMBER: City of South Fulton  
PHONE: (470) 809-7700 EMAIL: ruth.jones@cityofsouthfultonga.gov  
CONTACT PERSON: Ruth Jones, City Manager  
WORK TO BE PERFORMED: Building Official Administration, Plan Review, Inspections  
DOLLAR VALUE OF WORK: \$ 500,000 PERCENTAGE OF WORK: 100 %



# STATE OF GEORGIA

## Secretary of State

Corporations Division  
313 West Tower  
2 Martin Luther King, Jr. Dr.  
Atlanta, Georgia 30334-1530

### ANNUAL REGISTRATION

\*Electronically Filed\*  
Secretary of State  
Filing Date: 1/19/2017 4:16:30 PM

#### BUSINESS INFORMATION

|                |                                 |
|----------------|---------------------------------|
| CONTROL NUMBER | 11076612                        |
| BUSINESS NAME  | CHARLES ABBOTT ASSOCIATES, INC. |
| BUSINESS TYPE  | Foreign Profit Corporation      |
| EFFECTIVE DATE | 01/19/2017                      |

#### PRINCIPAL OFFICE ADDRESS

|         |  |
|---------|--|
| ADDRESS | 27401 LOS ALTOS, SUITE 220, Mission Viejo, USA |
|---------|--|

#### REGISTERED AGENT'S NAME AND ADDRESS

|           |   |
|-----------|---|
| NAME      | ADDRESS   |
| Bill Duck | Two Ravinia, Suite 500, Dekalb, Atlanta, GA, 30346, USA |

#### OFFICERS INFORMATION

|                 |           |  |
|-----------------|-----------|--|
| NAME            | TITLE     | ADDRESS  |
| Diana Snodgrass | CFO       | 27401 LOS ALTOS, SUITE 220, Mission Viejo, USA |
| Rusty R. Reed   | CEO       | 27401 LOS ALTOS, SUITE 220, Mission Viejo, USA |
| Susan L. Abbott | SECRETARY | 27401 LOS ALTOS, SUITE 220, Mission Viejo, USA |

#### AUTHORIZER INFORMATION

|                      |                 |
|----------------------|-----------------|
| AUTHORIZER SIGNATURE | Diana Snodgrass |
| AUTHORIZER TITLE     | Officer         |



Brian P. Kemp  
Secretary of State

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

|   |   |   |  |
|---|---|---|--|
| Print or type<br>See Specific Instructions on page 2. | 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.<br><b>Charles Abbott Associates, Inc.</b>   |   |  |
|   | 2 Business name/disregarded entity name, if different from above  |   |  |
|   | 3 Check appropriate box for federal tax classification; check only one of the following seven boxes:<br><input type="checkbox"/> Individual/sole proprietor or single-member LLC<br><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶<br><b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.<br><input type="checkbox"/> Other (see Instructions) ▶ | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):<br>Exempt payee code (if any) _____<br>Exemption from FATCA reporting code (if any) _____<br><i>(Applies to accounts maintained outside the U.S.)</i> |  |
|   | 5 Address (number, street, and apt. or suite no.)<br><b>27401 Los Altos, Suite 220</b>  | Requester's name and address (optional)   |  |
|   | 6 City, state, and ZIP code<br><b>Mission Viejo, CA 92691</b>   |   |  |
|   | 7 List account number(s) here (optional)  |   |  |

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

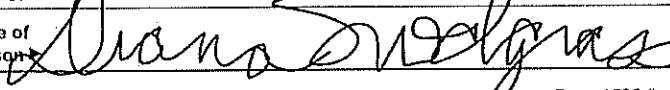
|                                |   |   |   |   |   |   |   |   |
|--------------------------------|---|---|---|---|---|---|---|---|
| Social security number         |   |   |   |   |   |   |   |   |
|                                |   |   | - |   |   |   |   |   |
| or                             |   |   |   |   |   |   |   |   |
| Employer identification number |   |   |   |   |   |   |   |   |
| 3                              | 3 | - | 0 | 0 | 5 | 3 | 8 | 9 |

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

|           |   |                  |
|-----------|---|------------------|
| Sign Here | Signature of U.S. person<br> | Date ▶ 7/14/2017 |
|-----------|---|------------------|

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/7/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| <b>PRODUCER</b><br>Dealey Renton and Associates<br>Lic. #0020739<br>P.O. Box 10550<br>Santa Ana CA 92711-0550 |        | <b>CONTACT NAME:</b><br><b>PHONE (A/C, No, Ext):</b> 714 427-6810<br><b>FAX (A/C, No):</b> 714 427-6818<br><b>E-MAIL ADDRESS:</b>   |  |         |        |  |       |                                   |       |  |       |                                    |       |            |  |            |  |
|---|--------|---|--|---------|--------|--|-------|-----------------------------------|-------|--|-------|------------------------------------|-------|------------|--|------------|--|
| <b>INSURED</b><br>Charles Abbott Associates, Inc.<br>27401 Los Altos Suite 220<br>Mission Viejo CA 92691      |        | <b>INSURER(S) AFFORDING COVERAGE</b><br><table border="1"><thead><tr><th>INSURER</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A: Travelers Casualty &amp; Surety Co. Ame</td><td>31194</td></tr><tr><td>INSURER B: Hartford Fire Ins. Co.</td><td>19682</td></tr><tr><td>INSURER C: Hartford Casualty Insurance Co.</td><td>29424</td></tr><tr><td>INSURER D: Twin City Fire Ins. Co.</td><td>29459</td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></tbody></table> |  | INSURER | NAIC # | INSURER A: Travelers Casualty & Surety Co. Ame | 31194 | INSURER B: Hartford Fire Ins. Co. | 19682 | INSURER C: Hartford Casualty Insurance Co. | 29424 | INSURER D: Twin City Fire Ins. Co. | 29459 | INSURER E: |  | INSURER F: |  |
| INSURER   | NAIC # |   |  |         |        |  |       |                                   |       |  |       |                                    |       |            |  |            |  |
| INSURER A: Travelers Casualty & Surety Co. Ame  | 31194  |   |  |         |        |  |       |                                   |       |  |       |                                    |       |            |  |            |  |
| INSURER B: Hartford Fire Ins. Co.   | 19682  |   |  |         |        |  |       |                                   |       |  |       |                                    |       |            |  |            |  |
| INSURER C: Hartford Casualty Insurance Co.  | 29424  |   |  |         |        |  |       |                                   |       |  |       |                                    |       |            |  |            |  |
| INSURER D: Twin City Fire Ins. Co.  | 29459  |   |  |         |        |  |       |                                   |       |  |       |                                    |       |            |  |            |  |
| INSURER E:  |        |   |  |         |        |  |       |                                   |       |  |       |                                    |       |            |  |            |  |
| INSURER F:  |        |   |  |         |        |  |       |                                   |       |  |       |                                    |       |            |  |            |  |

## COVERAGES

CERTIFICATE NUMBER: 1751187839

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL SUBR INSD WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|---|--------------------|---------------|-------------------------|-------------------------|--|
| B        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> XCUJNDP Contrl.<br>GENL AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJEC <input type="checkbox"/> LOC<br>OTHER: | Y                  | Y             | 57UUNFM3479             | 5/29/2017               | 3/31/2018<br>EACH OCCURRENCE \$1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000<br>MED EXP (Any one person) \$10,000<br>PERSONAL & ADV INJURY \$1,000,000<br>GENERAL AGGREGATE \$2,000,000<br>PRODUCTS - COMP/OP AGG \$2,000,000<br>\$ |
| B        | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> NON-OWNED AUTOS  | Y                  | Y             | 57UUNFM3479             | 5/29/2017               | 3/31/2018<br>COMBINED SINGLE LIMIT (Ea accident) \$1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$  |
| C        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB<br><input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$  | Y                  | Y             | 57XHUFM3069             | 5/29/2017               | 3/31/2018<br>EACH OCCURRENCE \$5,000,000<br>AGGREGATE \$5,000,000<br>\$  |
| D        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | Y/N<br>N           | N/A           | 57WERT0674              | 5/29/2017               | 3/31/2018<br><input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$1,000,000<br>E.L. DISEASE - POLICY LIMIT \$1,000,000                                      |
| A        | Professional Liability<br>Claims Made   |                    |               | 106484363               | 3/31/2017               | 3/31/2018<br>\$2,000,000 per claim<br>\$2,000,000 annl aggr.   |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

General Liability policy excludes claims arising out of the performance of professional services. Excess Liability Coverage Excludes Professional Liability  
Evidence of coverage in force.

## CERTIFICATE HOLDER

CANCELLATION 30 Days notice/10 Days nonpay

FOR PROPOSAL USE ONLY

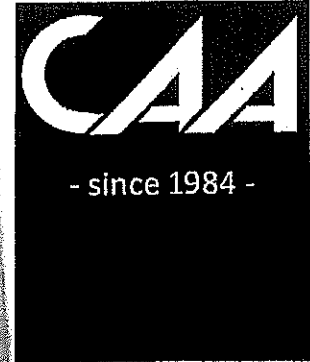
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Karin Phorp

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**Charles Abbott Associates, Inc.**



**"Helping public agencies provide effective and efficient municipal services to improve communities since 1984"**

**Revised Cost Proposal for RFP #17RFP061317-DRR**

## **Professional Permitting and Building Inspection Services**

### **City of Stockbridge**

Finance Department  
4640 North Henry Boulevard  
Stockbridge, GA 30281

By:  
Charles Abbott Associates, Inc.

One Hartsfield Centre  
100 Hartsfield Centre Parkway Suite 500  
Atlanta, Georgia 30354  
Toll Free: (866) 530-4980  
[www.caaprofessionals.com](http://www.caaprofessionals.com)

EXHIBIT 10  
PAGE 1 OF 2

## OVERVIEW

In response to your request for proposal #17RFP061317-DRR for Professional Permitting and Building Inspection Services, Charles Abbott Associates, Inc. is pleased to submit the enclosed cost proposal. Fees listed are inclusive of all costs, including general and administrative, travel, per diem, training, materials, supplies and other items necessary to fulfill the scope of work outlined in the City's RFP.

### Option 1: Total Annual Cost

In accordance with the City's Cost Proposal Summary Form, CAA proposes to provide all Permitting and Building Inspection Services outlined in the City's scope of work for an annual fee of \$287,040.

Additional qualified personnel are available as needed.

### Option 2: Percentage of Fees

Alternatively, CAA offers to propose all Permitting and Building Inspection Services outlined in the City's scope of work for the following percentage of permit and plan check fees collected. Should the City adopt a new fee schedule, this percentage can be negotiated. CAA will consult with the City to provide the most effective and comprehensive fee schedule for a City of this size and character.

| Monthly Fees Collected* | CAA's % of Fees |
|-------------------------|-----------------|
| Up to \$20,000/month    | 65%             |
| Over \$20,001/month     | 50%             |

\* cumulative